

Welcome to historic Norfolk...

The purpose of the Norfolk Local Historic District Program is to protect areas of the City that have special historic or cultural significance, encourage infill development that is compatible with the character of the existing area, discourage the loss of historic resources, and promote historic preservation throughout Norfolk.



Chapter Nine of the Norfolk Zoning Ordinance establishes the land use regulations that define the Historic and Cultural Conservation Districts (HC) as areas of the City that possess significant historic character. This character may be reflected in architecture, streetscapes, and trees and landscaping. Designation as a local historic district protects Norfolk's historic resources for future generations.

There are currently four local historic districts in Norfolk, and one historic overlay district, representing both residential and commercial areas of the City. The guidelines in this document apply to all of these local historic districts and any future districts that may be established.



Norfolk Historic District Design Guidelines Acknowledgements

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Adopted by the Planning Commission February 23, 2012
Document to be reviewed every two years for potential amendments

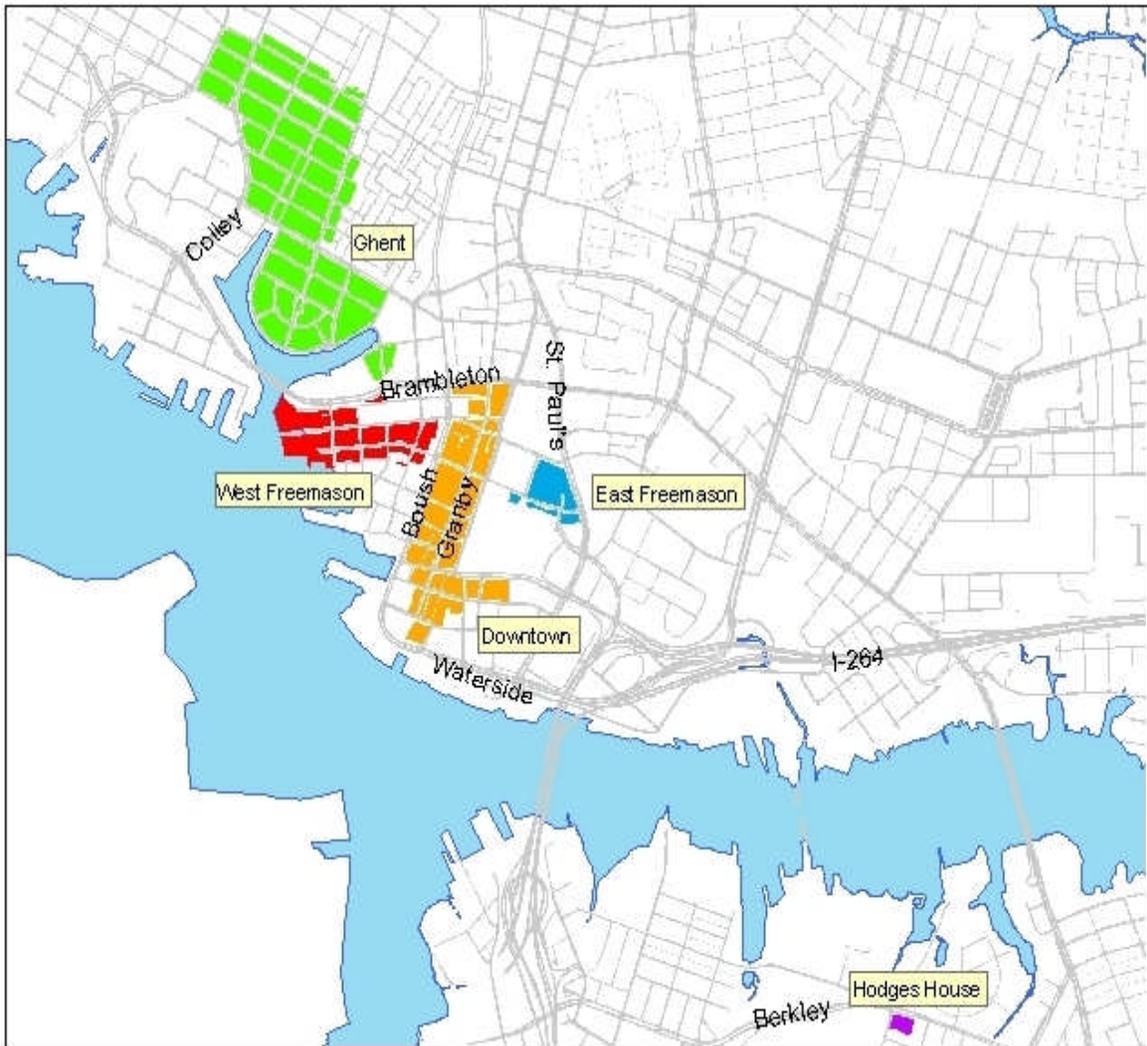
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Introduction

Local Historic Districts

The first local historic district in Norfolk, Ghent, was established in 1977. Currently, the City has four such districts, including Ghent, West Freemason, Hodges House, and East Freemason, as well as the Downtown Historic Overlay, shown on the map below. They are established under State Code of Virginia Code of Va. 15.2-2306 and are addressed in Chapter Nine of the Norfolk Zoning Ordinance, Sections 9-0 through 9-5, with the districts reflected on the adopted City of Norfolk Zoning District Map. Development activities are regulated through the Certificate of Appropriateness process in order to ensure appropriate treatment of development within historic areas. These local historic districts are different from State and National Register districts which are discussed on pages 11-13 and are not subject to local Design Review or additional local regulations. Some, but not all, local historic districts are also National Register districts and therefore eligible for potential tax incentives.



Maps and information about the local historic districts are on the following pages along with information about the approval process for properties located within these districts. After information about the districts and approval process are the Guidelines which assist property owners in planning their projects.

Ghent

The Ghent Historic District was designated in 1977, though its history begins almost a century before. Until the 1890's the area that became Ghent, like much of Norfolk outside of downtown, was marshy and rural. With the late-nineteenth century growth of Norfolk, the land that is now Ghent was surveyed and platted for single-family homes by the Norfolk Company.

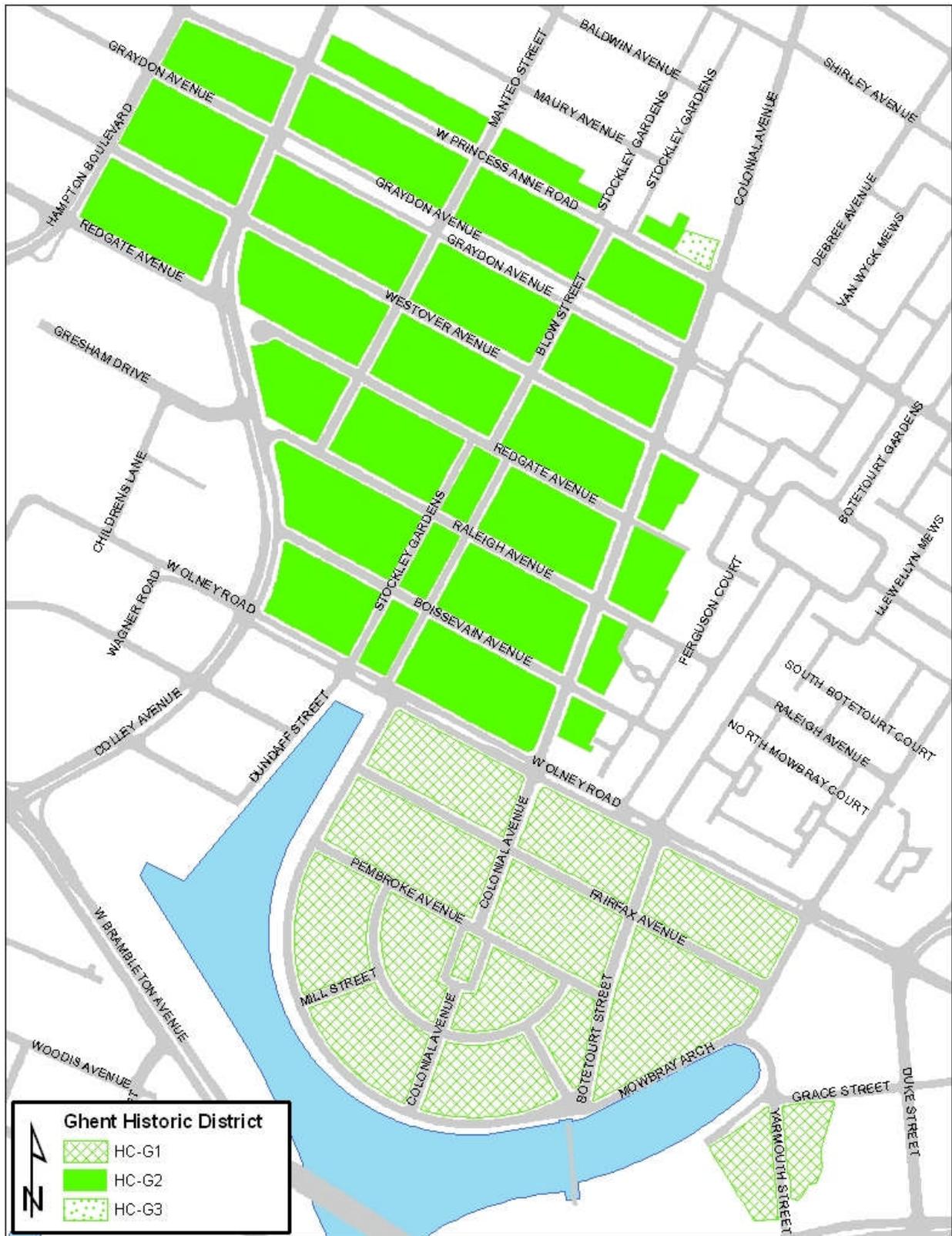
Ghent was conceived as a high-end suburb, laid out along the natural contours of the terrain based on the ideas of prominent landscape designers of the time such as Frederick Law Olmstead and John Nolen. The Norfolk Company hired John Graham, a civil engineer from Philadelphia, to design the new development. Portions of the shoreline of Smith's Creek were filled in and the southern end of this neighborhood was given a unique crescent shape. Modern amenities were not spared, with Ghent boasting gas and electricity. The upper or northern portion of Ghent was laid out along the central spine of Colonial Avenue as a long and narrow extension of the southern end, bordering the body of water known as The Hague. Over 100 homes and a church had been built by 1905. Early homes in Ghent, built and



occupied by some of Norfolk's economic and social leaders, were large and often ornate. Later homes were constructed as only slightly more modest and designed for more middle-class buyers. Near the southern area of Ghent along The Hague, elegant homes, spaced closely on narrow lots along tree-lined streets, give Ghent an urban character. The close spacing of homes, canal-like water and many distinctive parapets give the oldest part of the district a feel similar to that of the original Ghent in Belgium. Early marketing was aimed at comparing the new community to those of

Europe, and its unique plan and architecture live up to those claims. There is a great diversity of architectural styles represented in Ghent, including Queen Anne, Colonial Revival, Shingle Style, Tudor Revival and Romanesque Revival.

Ghent Historic District



West Freemason

The West Freemason Historic District, established 1978, is an area immediately west of Downtown. It is bordered by the Elizabeth River and the major thoroughfares of Boush Street and Brambleton Avenue. This area has a mix of historic buildings from the eighteenth through the twentieth centuries. Though this area has experienced changes and infill over the centuries, much of this area retains its historic character, particularly in the area centered around Bute, West Freemason and Botetourt Streets. In this area, tree-lined, historic cobblestone streets terminate with a scenic view of the Elizabeth River. Though not included within the original boundaries of Norfolk, these are some of the oldest residential streetscapes and it is the oldest residential neighborhood of the City.



While most of the colonial structures in Norfolk were destroyed by fires during the Revolutionary War and the War of 1812, many of the City's surviving Federal structures were built on top of these areas.



With its wide range of architectural styles and time periods, West Freemason is a classroom of architectural history. The oldest structures in the district date from the eighteenth-century, and include Federal townhomes such as the Allmand-Archer house and the Taylor-Whittle house. Some antebellum Greek Revival and Italianate style buildings remain, interspersed with later nineteenth-century styles, such as Queen Anne, Second Empire and Romanesque Revival. There are also a few twentieth-century buildings within the district, resulting in a rare and impressive

span of three centuries of buildings in this compact area.

West Freemason Historic District



Hodges House

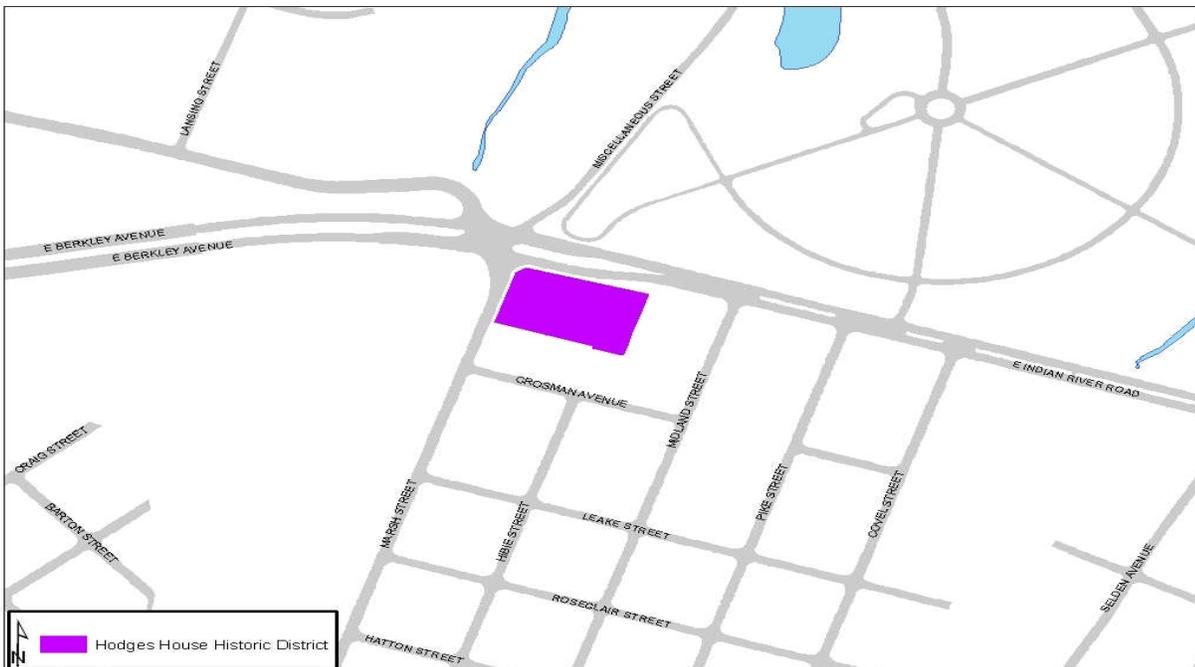
The Hodges House Historic District is comprised of a single structure. Designated in 1978, Hodges House is in the Campostella area of Norfolk at the southeast corner of Indian River Road and Marsh Street. This is the only historic district applied to a single site and structure.

In 1818, John Hodges, a Captain in the Virginia Militia, purchased the 150-acre tract at a bank auction. He later served on a committee to locate the Norfolk County Courthouse site and in 1830 was appointed a justice of the peace. He died two years later and the house and some land was conveyed to his wife Abigail Hodges. The remaining land was divided between his five children. The property remained in the Hodges family until at least the early twentieth-century.



The exact date of the house has not been identified, but from the known history and architectural characteristics of the house, it likely dates from c. 1820. This early farm house is a rare in an urban area such as Norfolk.

Hodges House Historic District



East Freemason

Established in 1987, the East Freemason Historic District is made up of the area surrounding four historic structures, each of which is listed individually on the National and State Registers of Historic Places. The four historic buildings are not all of the same style and time period. Infill structures, primarily townhouses and condominiums, constructed around 2003, surround these buildings.



The Moses Myers and Willoughby-Baylor Houses are Federal buildings, built in the late eighteenth-century. These were once homes of prominent Norfolk citizens. Today the Moses Myers House is operated as a house museum, and the Willoughby-Baylor House contains the Norfolk History Museum.

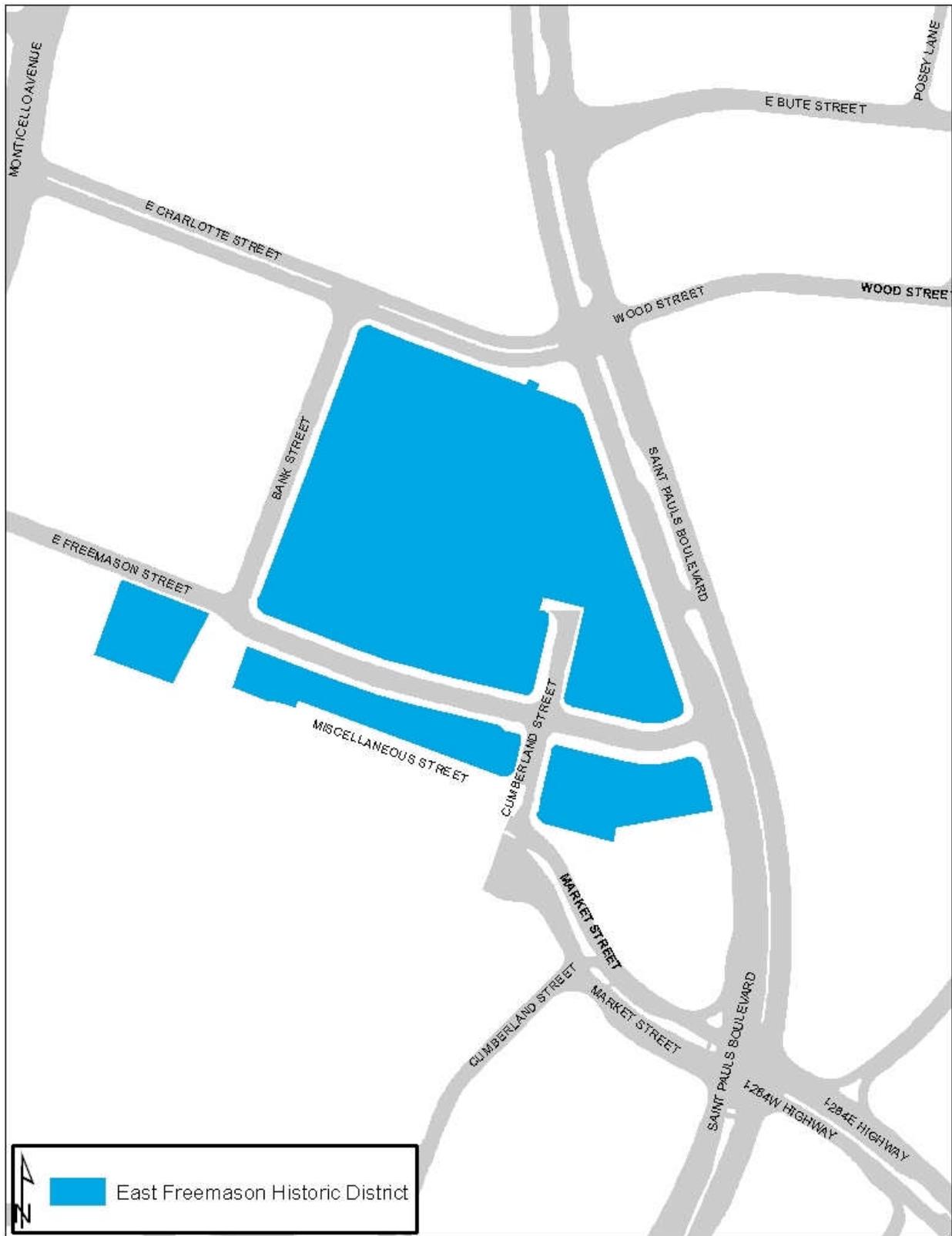
The Freemason Street Baptist Church, c. 1850, was also designed by the well-known architect Thomas U. Walter of Philadelphia in the Perpendicular Gothic style. It was the tallest building in Norfolk at the time of its construction until 1879. The church was renovated in 1941, 1970 and 2009.

The Norfolk Academy was also designed by Walter, in a classical temple form. The cornerstone for the building was laid on May 25, 1840. It is said that Edgar Allan Poe delivered his last public lecture there in 1849. Vacated as a school in 1966, the building since has housed commercial enterprises.



Infill construction had been generally executed in a traditional style in order to complement the four significant historic resources protected in this district, though more modern architecture has been applied to the new Virginia Arts Festival building.

East Freeman Historic District



Downtown

Norfolk's Downtown Historic Overlay District, established in 1992, comprises part of the central business area, centered on the Granby Street corridor south of Brambleton Avenue. Downtown is the site of the original Norfolk, born out of its favorable location along the Elizabeth River, near the Chesapeake Bay and Atlantic Ocean. Growing from earlier settlements of tobacco farms, Norfolk began as a port, after direction for a centralized port system was issued to the Colonial Governor from England. Fifty acres were laid out in 1680, and the Borough of Norfolk was incorporated in 1736. By 1802 much of the now-designated downtown district was developed, though over the following centuries downtown has been repeatedly reinvented with new buildings reflecting changing economic and business needs.

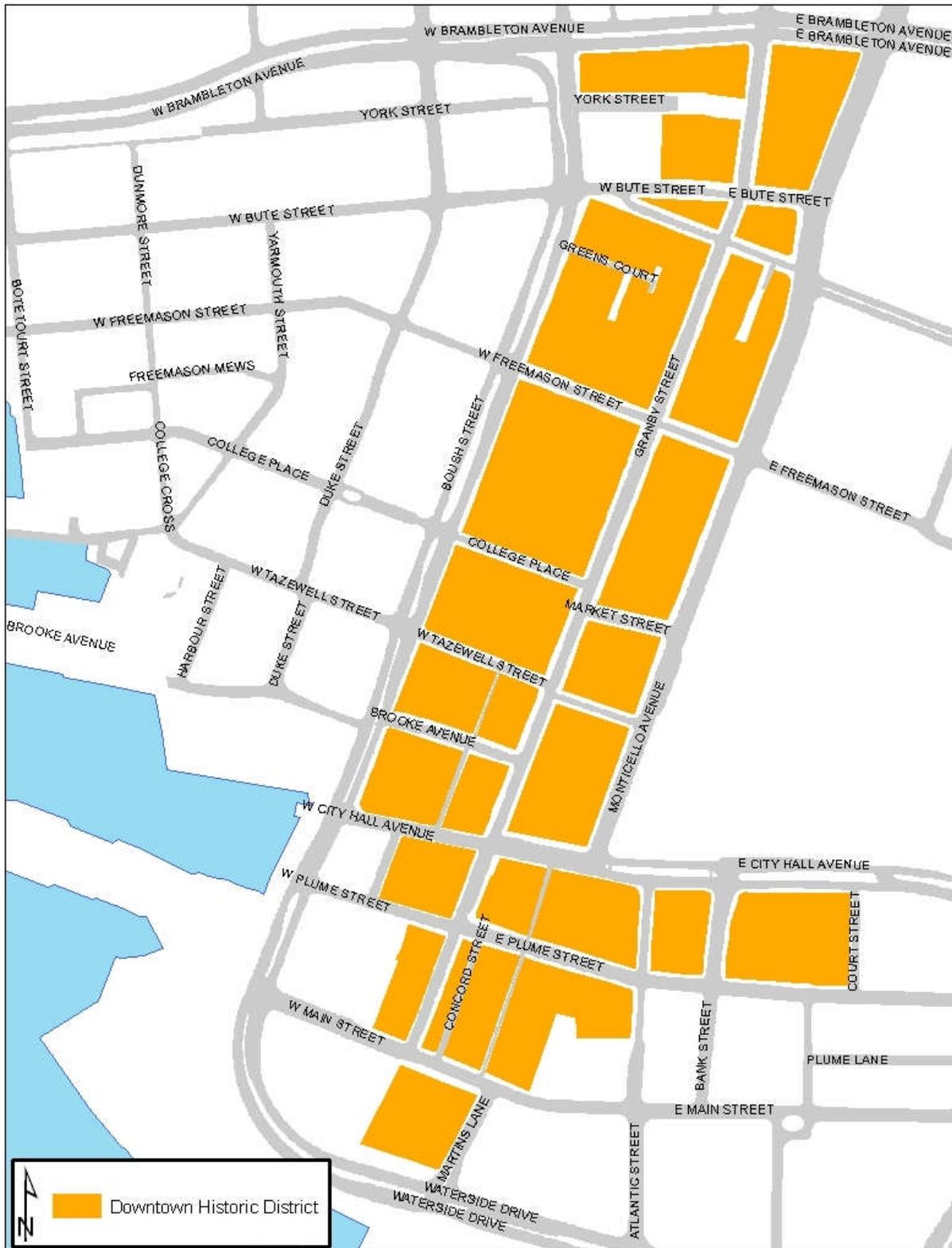
The Downtown Historic Overlay is characterized primarily by its late nineteenth- and early twentieth-century commercial architecture. The works of several notable East-coast architects are represented. Many buildings feature fine ornamentation, often in terra cotta or stone, reflecting Norfolk's prominence as a leading port town. Unique buildings such as the Monticello Arcade (1907), and the Wells Theatre (1913), exhibit elaborate detailing. The 1907 Jamestown Exhibition prompted the construction of several hotels downtown, such as the Hotel Fairfax (1907). Some of Norfolk's earliest tall office buildings, such as the Royster Building (1912), remain in downtown.



While many high-rises and other modern buildings dominate today's downtown skyline, many architectural gems remain in the historic district.

The delicate towers and detailed ornamentation provide a marked contrast to the more modern late-twentieth-century architecture of newer buildings, demonstrating Norfolk's past and present in harmony.

Downtown Historic District



National and State Historic Districts & Tax Credits

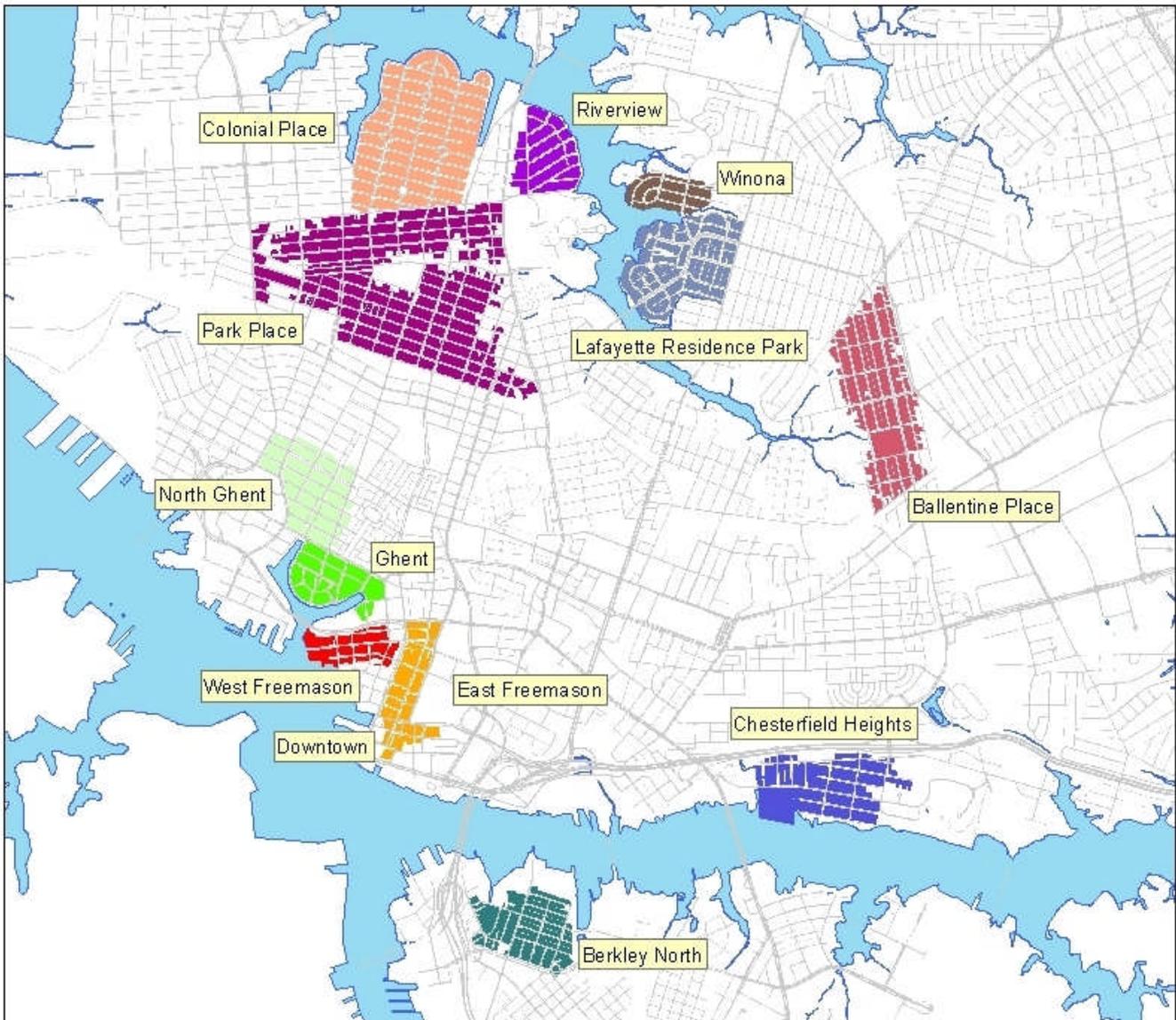
There are also twelve National/State historic districts, meaning that those areas are listed on the National and State Registers of Historic Places. This designation is granted by the Virginia Department of Historic Resources and the National Park Service. Unlike the local historic districts, this is primarily a status designation based on the districts' historic significance, and does not place these areas under additional local zoning regulations. Some of the local historic districts, such as much of Ghent, West Freemason and Downtown are also National/State districts. In East Freemason some of the buildings are individually listed on the National/State Registers, though the district itself is not designated.

These National/ State Register districts are listed below:

- Ballentine Place
- Berkeley North
- Chesterfield Heights
- Colonial Place
- Downtown*
- Ghent*/ North Ghent*
- Lafayette Residence Park
- Park Place
- Riverview
- West Freemason*
- Winona

* Denotes local historic district





Owners of these buildings may qualify for a tax credit on their income taxes from the State or Federal government when certain work is performed on the building.

For non income-producing properties, the tax credit available through the Commonwealth of Virginia is 25% of the cost of rehabilitation. For income-producing properties, the Virginia tax credit may be combined with a Federal tax credit of 20% of the cost of rehabilitation.

All historic tax credit projects are reviewed by the Virginia Department of Historic Resources and/or the National Park Service to ensure that they meet certain cost requirements and are in compliance with the Secretary of the Interior's Standards for Rehabilitation.

For more information on these programs please visit:

http://www.dhr.virginia.gov/tax_credits/tax_credit.htm
for Virginia information

<http://www.nps.gov/history/hps/tps/tax/>
for Federal information.

Local Tax Abatement Program

Certain rehabilitation projects may qualify for the City property tax abatement program. This program promotes significant improvement of residential, commercial and industrial properties in Norfolk. It provides the property owner the opportunity to forgo paying full property taxes for fourteen years on properly improved properties if certain requirements are met. For more information please call the Real Estate Assessor's office at 664-4732.



Certificate of Appropriateness

What is a Certificate of Appropriateness?

A Certificate of Appropriateness (COA) is an approval required for proposed work done to the exterior of a property in a local historic district. This is a requirement that is specific to the local historic districts. A COA is issued through the Design Review Process, coordinated through the City Planning Department.

When is a COA required?

A COA is required for all work performed on the exterior of a building or to a site in a local historic district that is visible from a public right-of-way. A public right of way includes any private property viewed from a major public thoroughfare, walkway, or roadway within the historic districts.

A COA is needed for work on buildings that are not historic, but are in the local historic district.

A COA is often needed for work that may not require a building permit. Building permits are required for work on commercial buildings that may not be required for residential buildings. Permits should be obtained from the Building Safety Division, located at 400 Granby Street, or at 664-6565.

Projects that will require a COA include, but are not limited to:

Windows/ doors	Additions	Signage and awnings
Siding	Demolition	Mechanical equipment
Landscaping	Roofing material	Fences, walls, gates
Site work	Garages and sheds	Porches, decks, railings
Driveways	Trim/ woodwork	Infill/ new construction

When is a COA not required?

A COA is not needed for routine maintenance, painting previously painted surfaces or other minor repairs using the same materials.

The COA Process

The COA process is intended to assist property owners in the four locally zoned historic districts, and the Downtown Historic Overlay District in maintaining their properties and to preserve the character of these areas. This process also guides the property owners through the application submission that is required to implement any alterations or additions to their properties.

The first step before beginning a project in a local historic district, or to determine if a project will require a COA, is to contact the Planning Department at 757-664-4752.

Staff can assist the applicant in compiling materials for a submittal and with scheduling the item on an agenda. Prior to submitting an application, meeting with staff or having a site visit is strongly encouraged.

Information about local historic districts and the COA application is available on our website at <http://www.norfolk.gov/Planning/Applications/DesignReview.pdf>. Materials required with an application are found in Appendix A.

Once complete, the application is scheduled as an item on the Norfolk Design Review Committee (NDRC) agenda. The NDRC is appointed by City Council and comprised of seven members including two architects, one member representing the fine arts, one landscape professional, one businessperson, and one resident of a local or National Register historic district.

This body meets twice a month, generally on the second and fourth Monday, at 4pm in the 10th floor conference room of City Hall. Either the applicant or a professional representative of the applicant, such as the architect or general contractor, must attend the NDRC meeting when their item is scheduled, in order to present it to the Committee members and to answer questions about the project. A recommendation is made by the NDRC and the item is then forwarded to the City Planning Commission (CPC).

The CPC reviews the item on the Thursday of the same week as the NDRC meeting. Generally, staff will present the item to the CPC, although for larger projects or if there may be significant questions the applicant will be encouraged to attend. The CPC will take action to approve or deny the item for a COA.

For larger projects it may be necessary to come through this entire process two times, first for a Preliminary Review and then for a Final Review.

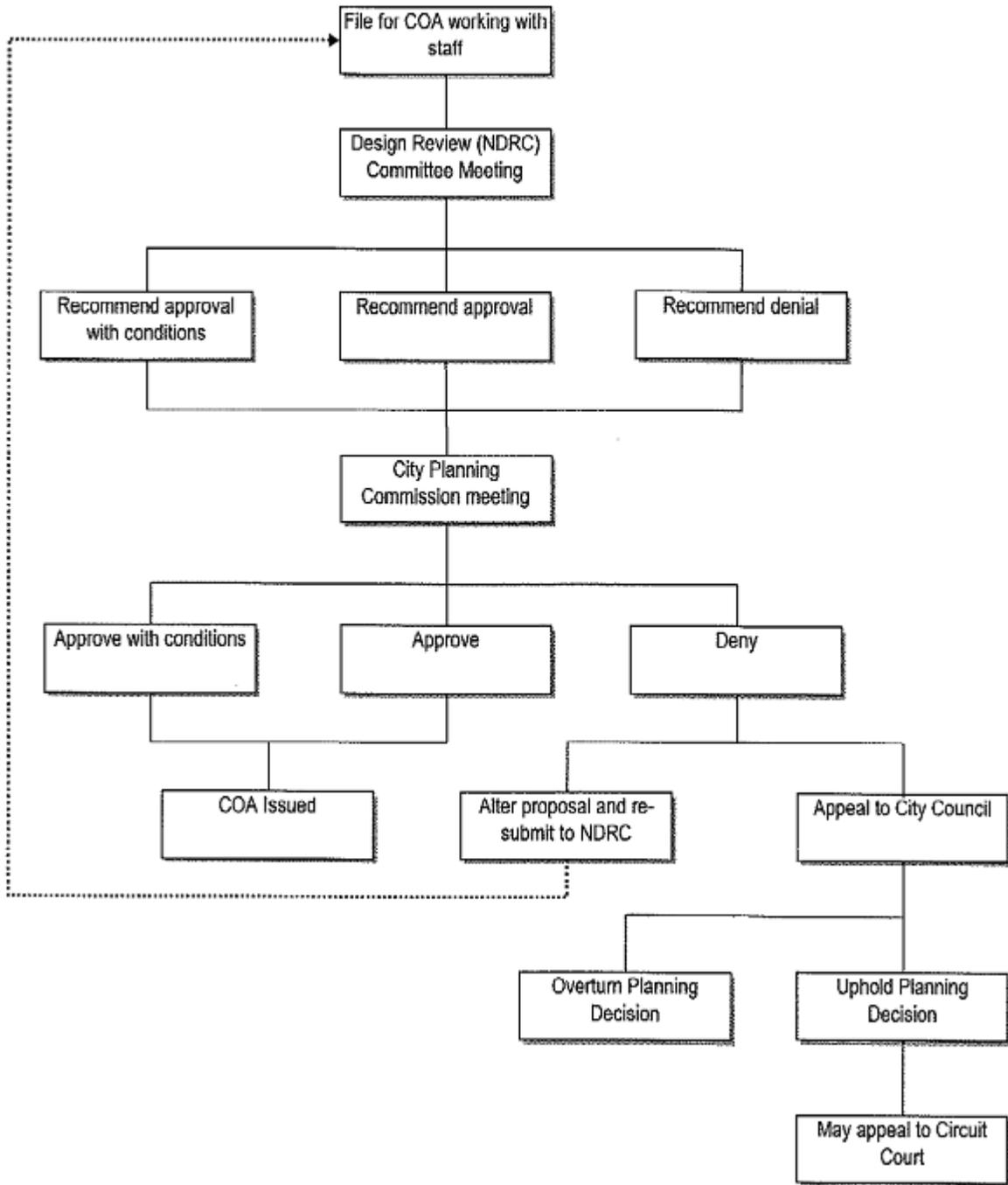
Appeals and Compliance

If an applicant wishes to appeal a decision of the CPC they may do so by filing a written appeal to City Council within thirty days of the CPC decision, as per the Zoning Ordinance. Following an appeal to Council, subsequent appeals are heard at the Circuit Court of the City of Norfolk and must be filed within thirty days of the action by Council.

Any property owner who does not obtain the requisite COA for work at their property is in violation of the Zoning Ordinance and will be cited as such. Following written notification by a Zoning Enforcement Specialist, the property owner is required to contact the Planning Department within 30 days to obtain the necessary COA.

Regulations regarding the appeals process and enforcement of compliance with the Zoning Ordinance are found in Chapter 9-0.4 and this section should be consulted in these cases.

Certificate of Appropriateness Process



By working with the COA process and these historic district guidelines, the architectural integrity and cultural significance of these important areas can be maintained and preserved for generations to follow. The following section describes and illustrates building styles and significant features to help property owners identify and learn about their buildings. Following that are the guidelines which provide specifics about treatments that are appropriate or not appropriate within these districts.

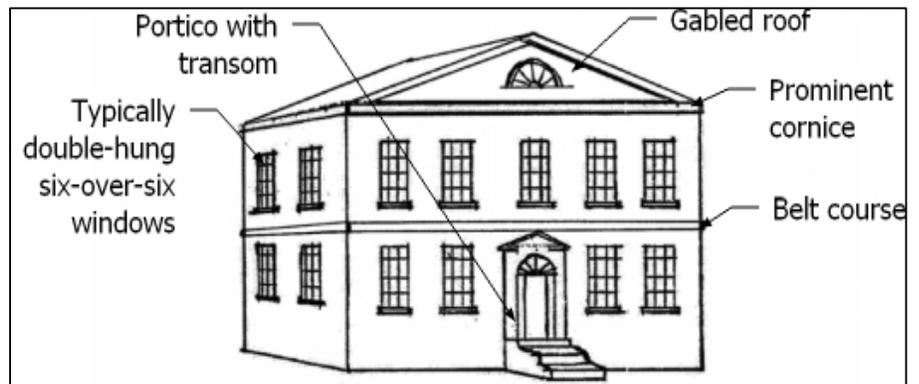
Architectural Styles in Norfolk

Norfolk is home to many buildings in a variety of architectural styles. The following pages illustrate many, though not all, of the styles found in Norfolk's historic districts and throughout the City. Many properties are not purely one style, but incorporate a mixture of elements.



Federal: c. 1780-1820

A common architectural style in the early days of our country, the Federal style employs symmetrical and classical elements based on ideals of Greece and Rome which were thought to embody the new American Republic. Embellishments were restrained and color palette limited.



Common Materials

- Brick
- Stucco
- Wood Trim

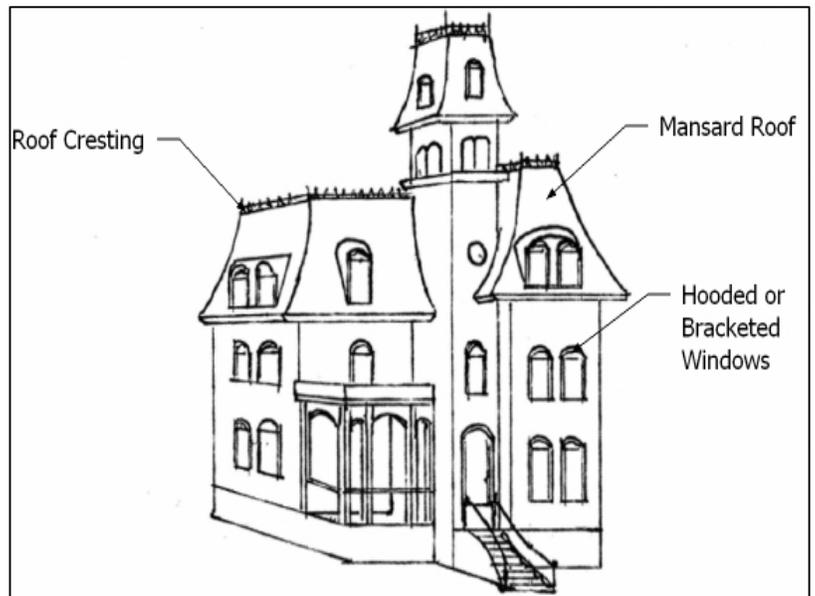
Second Empire: c. 1855-1885

The Second Empire Style is characterized by a mansard roof, often with dormers. This feature is named after the 17th century French architect Francois Mansart. This style of roof was used in France during the time Napoleon III; known as the Second Empire. The termination of the roofline is often sloping and may be supported with decorative brackets.



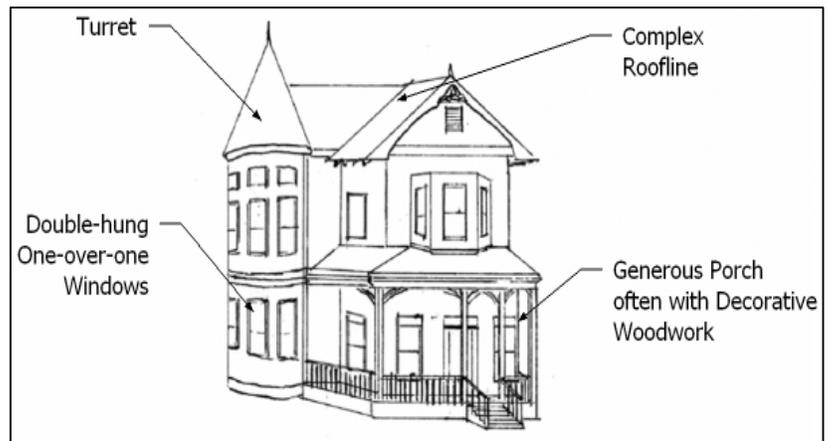
Common Materials:

- Brick
- Stone
- Slate roof
- Wood siding



Queen Anne: c. 1880-1910

The Queen Anne style features asymmetrical facades, often with decorative elements such as turrets or towers. Many Queen Anne's have wrap-around porches and employ decorative trim and woodwork made more affordable during the Victorian era. Along with these ornamental elements Queen Anne homes were often colorfully painted.



Common Materials:

- Wood siding
- Wood shakes
- Intricate wood trim work
- Sometimes decorative roof

Shingle Style: 1880-1900

The defining characteristics of the shingle style are the continuous use of wood shingles on the walls and often roof and dormers. The application of shingles usually continues seamlessly over corners and transition from one plane of the house to another. Remaining trim and decorative elements are minimal. Gambrel or gabled roofs and asymmetrical facades are common.



Common Materials:

- Wood Shakes/Shingles
- Often Slate Roof
- Simple Trim



Tudor Revival: c. 1890-1940

This style reflects medieval English building styles. Steeply pitched roof and decorative half-timbering are hallmarks of this style. Windows are often multi-pane. Rounded entryways and dark trim accents are common.



Common Materials:

- Brick
- Stucco
- Slate roof
- Dark trim
- Half-timbering



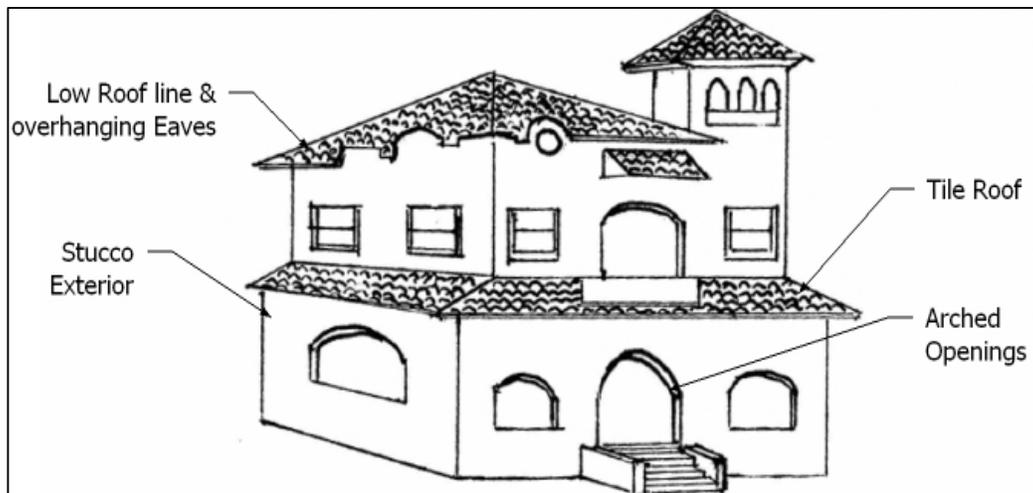
Spanish Mission: 1900-1920

Based on early Spanish architecture in America, this revival style often incorporates stucco siding in light colors, low-hipped roof with terra cotta tiles, decorative roof parapets, and ornamented drainpipes are also common. Arched entries or windows or arcaded spaces are also distinctive Spanish Mission features.



Common Materials:

- Stucco
- Red tile roof
- Terra cotta accents



American Foursquare: c. 1900-1930

The American Foursquare is identified by its square shape and usually symmetrical facades. Always a two-story dwelling, the foursquare has a hipped roof and often dominant projecting dormers. The roof often has deep eaves and craftsman or classical detailing may be found on this style of home.



Common Materials:

- Brick
- Wood Siding
- Wood Shakes often on Upper Level



Craftsman: c. 1905-1930

Sometimes called “Arts & Crafts,” this style is defined by its one or one and a half story, low-pitched gable roof and large porches. Rafter tails or brackets often accent deep roof overhangs. Square columns or piers support porches and earth tones are also common.



Common Materials:

- Brick
- Stone
- Wood
- Stucco
- Shingles



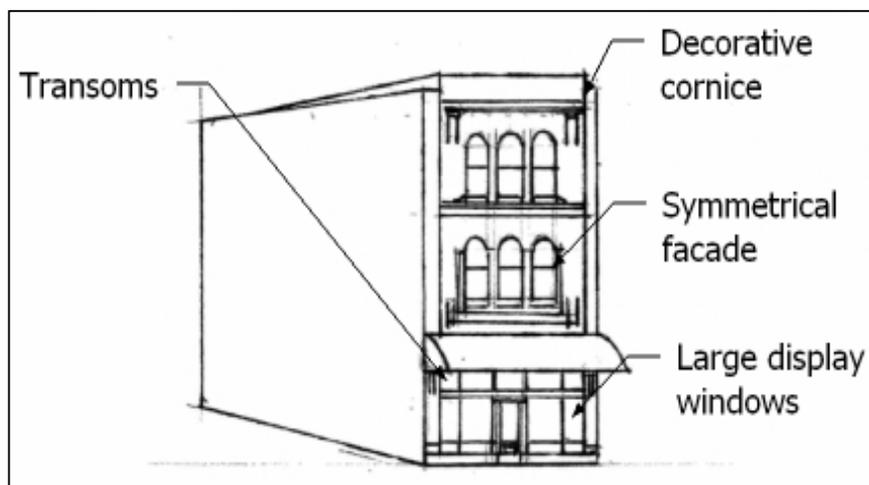
Commercial Building: c. 1870-1930

Though there are different styles within this category, the basic commercial building has two to four stories with a ground floor storefront and office or living space above.



Common Materials:

- Brick
- Stucco
- Wood Storefronts
- Metal & terra cotta trim



For properties located in a local historic district the following process of obtaining a Certificate of Appropriateness will need to be followed. Also, work should be done in accordance with the Guidelines section which follows and outlines how to approach different kinds of projects in an appropriate way.

Design Guidelines

Working with Design Guidelines

How to begin...

These Historic District Guidelines are designed to be used for decisions made by property owners, architects, and engineers working in local historic districts; as well as by the Norfolk Design Review Committee and City Planning Commission in their review of applications for Certificates of Appropriateness. They also serve as a useful resource in city-wide efforts to preserve Norfolk's unique historic character.

In working with historic guidelines, it is important to understand that these guidelines are established to assist the Design Review Committee and Planning Commission in making informed decisions regarding renovations, new construction, or demolition in local historic districts. They are based, in large part, on the nationally accepted Secretary of the Interior's Standards for Rehabilitation, issued by the United States Department of the Interior. This document serves to provide guidance on the preservation of historic resources, while allowing for adaptability in design. Review of these guidelines prior to planning a project is highly recommended.



While in the initial design stage of a project in a historic district, issues and choices should be approached deliberately to avoid a “quick fix” that may not be the best long-term solution and could create problems in the future. The materials and craftsmanship that went into the construction of buildings and any ways in which these might be retained should be explored. Many materials that are no longer available, such as slow-growth wood, were used in the past. It should be remembered throughout the process that the goal should be “preservation,” not merely “aesthetics” of a project.



Documentation is important when beginning a project. Property owners may visit the Sargeant Memorial Room at the Downtown Library to search for historic photographs of the property that may contain clues about its original appearance or construction.

Wholesale replacement of historic features, such as doors and windows, is unlikely to be approved. Documentation of any damage should be included to demonstrate the need for replacement.

It may be helpful to consider the project in components rather than the whole- prioritizing the most historically significant features of the building. In identifying the most significant features, factors such as visibility from principal rights-of-way and the prominence of a feature should be considered. Architectural details typical of a style of building such as porch brackets and exposed rafter tails are hallmarks of a craftsman bungalow, and should be retained and repaired. The Style Section of this document provides guidance on which features of a building may be significant and which materials are indicative and important.

Additionally, the National Register nominations and accompanying survey work are used to establish the period of significance of these districts and help in defining the features and materials which contribute to the character of the building.

Secretary of the Interior's Standards

Norfolk's Historic District Guidelines, while customized to the architectural character of the City, are based upon the Secretary of the Interior's Standards for Rehabilitation, which were issued by the United States Department of the Interior. These national standards address all types of historic buildings, as well as site and landscape work and infill construction. The Secretary of the Interior's Standards are provided on the following page.

The National Park Service (NPS) periodically issues Technical Preservation Publications, called *Preservation Briefs*, which provide further assistance in following the Secretary of the Interior's Standards. These *Preservation Briefs* are included throughout this document in the section to which they are applicable, to provide more information about a given topic. They are found in green boxes throughout the following chapters. All *Briefs* are available on the NPS website at <http://www.nps.gov/hps/tps/briefs/presbhom.htm>

Another useful resource for historic property owners is *A Handbook and Resource Guide for Owners of Virginia's Historic Houses*. Published in 2008, this reference guide is available from the Virginia Department of Historic Resources (DHR).

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

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

Contributing vs. Non-contributing Structures

Within historic districts there are two designations of buildings -- contributing to the district, and non-contributing to the district. A contributing structure is considered to 'contribute' to the character of the district with its architecture or history. A non-contributing structure does not 'contribute' to this community character. The determination of contributing vs. non-contributing is typically made in the National Register nomination and is based on the following criteria:

- Age of the structure- does it fall within the District's period of significance?
- Architectural integrity of the structure- does it retain its significant architectural features?

The period of significance is usually determined in the National Register nomination or is based on the ages and styles of significant historic buildings in a district. A building that falls within the district's period of significance and retains its architectural integrity is considered contributing. A building that was built later or outside of the period of significance, or one that has been so altered to have lost its original appearance and materials, is considered non-contributing.

In some cases, materials appropriate for use on new construction in the districts may be considered for use on non-contributing structures which are not within the period of significance.



Contributing Building



Non-contributing Buildings

Chapter 1: New Construction and Additions

Because historic districts are continually evolving communities, sometimes there is a need to address new infill construction or additions to existing historic buildings. New construction and additions should complement and enhance the historic districts in which they are built. The preservation or addition of accessory structures and outdoor spaces must be carefully considered as they have a large impact on the overall neighborhood.

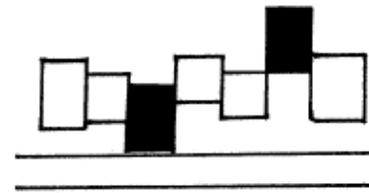


1:1 New Construction of Primary Buildings

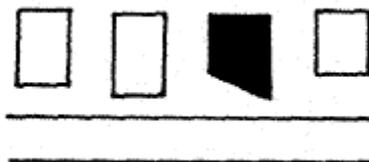
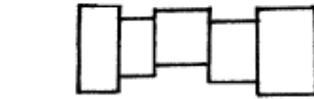
Norfolk has a variety of building styles and types throughout its historic districts, making it important to analyze and reference the immediately surrounding area of a site when planning a new building. It is important to review which styles of architecture and materials are used in the surrounding area, as well as the district as a whole. This context should inform the design, placement of the building on the site, and treatment of the site for landscaping, walkways, fences and other features. New construction should not detract from the historic resources in the district.

Planning staff may be a useful resource for property owners in the process of planning infill construction and have materials available that may provide inspiration or ideas, such as *A Pattern Book for Norfolk Neighborhoods*. The information in the Pattern Books may not adhere to all requirements of these guidelines. It is always advisable to consult with Planning Department staff before proceeding with project plans in a historic district. New construction must meet zoning and code requirements. The following are guidelines for new construction of a primary building:

1. The placement and orientation of a new building on a vacant lot should be consistent with the setbacks and spacing of surrounding properties to maintain the relationship with the street.
2. Retain landscaping that is in keeping with the surrounding area. New landscaping should be compatible with that which is found in the district.
3. Place off-street parking in areas that are minimally visible, such as behind the primary structure. Off-street parking and garage doors should not be located in the front of a building.
4. New construction should not overwhelm existing historic structures or streetscapes and should be designed with features reinforcing the human scale such as appropriate street-level entrances, porches and storefronts, as applicable.
5. Greater design flexibility is appropriate in non-residential districts and areas of a non-residential nature, because function and usage of buildings will likely be more varied, presenting a wider variety for both modern and traditional styles.



Consistency of setback is important.



Follow the established relationship of buildings to the street.



Scale among buildings is consistent.



Scale is out of character with surrounding buildings.

6. Maintain compatibility with surrounding properties in roof form, size, height, massing, fenestration, exterior materials, and architectural details.
7. Use materials found in the historic district, such as wood, brick, stone, pre-cast, terra cotta, glass and metal.
8. Fiber cement products and polyurethane millwork trim work may be approved for use on stories above the third story in non-residential districts.
9. Cementitious materials are not appropriate for siding in residential districts.
10. Vinyl or aluminum siding and trim products and synthetic stucco products, such as Exterior Insulation and Finish Systems (EIFS), are not appropriate materials.
11. Various window materials may be used in new construction, and should generally be similar to those found in the district. Wood windows or vinyl-clad or aluminum-clad wood windows may be used. These should be simulated divided lights with interior spacers or true divided lights. Metal, storefront-style, windows may be used for appropriate commercial applications.
12. New construction should not attempt to create features that would create a false historical appearance. Instead, authentic design, materials, and details may be utilized to create a realistic historical appearance. However, this does not preclude a traditional design.
13. During construction, protect significant site features and minimize ground disturbance from heavy construction equipment.



New construction should be compatible with the neighborhood and should never exhibit false historicism.



Infill maintains setback and is compatible, yet distinguishable, from historic structures.

1:2 Additions

Throughout the life of a building, it can be expected to change as the needs of those using it evolve. Additional space, if added to a historic building, should be done in a way that is both compatible with and deferential to the original structure. It need not attempt to seamlessly continue the original building, but may be distinguishable. This can be accomplished both with design and choice of materials. Additions must meet zoning and code requirements. The following are guidelines for additions:

1. Locate an addition to a building on a secondary elevation of the building, preferably at the rear.
2. Limit the size and footprint of the addition so as not to overwhelm the primary building or the site.
3. Keep the height of the addition at or below that of the primary building. Additional stories should not be added in residential districts or to properties and must be carefully considered and highly distinguishable in non-residential applications.
4. Design additions to be compatible with the main building, without duplicating it exactly. Similar siding materials and detailing, complementary rooflines, and fenestration patterns can produce a compatible appearance.
5. A hyphen, or connector, which links distinct building elements, may be used to visually distinguish the addition from the original structure. It is acceptable to inset walls of additions away from building corners a minimum of one foot to help minimize visibility and differentiate walls of the original and new sections.
6. A greater flexibility of design should be considered in non-residential districts and non-residential areas of other districts, because function and usage of buildings will likely be more varied, presenting a wider variety for both modern and traditional styles.
7. Do not remove historic features, such as an existing historic porch, in order to install a new addition. Additions should be self-supporting and installed with methods minimizing the effect on the primary structure.
8. Design additions so that, as much as possible, they may be removed without causing damage or significant alteration to the original historic building.



This addition is located in the rear of this home, and has a separate roofline. It is inset from the exterior wall, though ideally it would be shorter than the primary roof.



A hyphen, or connector, can be used to visually differentiate an original building from an addition.

9. Use of materials found in the historic district, such as wood, brick, stone, pre-cast, terra cotta and metal is recommended.
10. Cementitious materials are not appropriate in residential districts.
11. Vinyl and aluminum siding and trim products and synthetic stucco products, such as Exterior Insulation and Finish Systems (EIFS), are not appropriate materials.
12. Polyurethane millwork trim work that is painted may be approved for use on upper stories.
13. Various window materials may be used for additions, and should match those found on the building. For residential buildings and uses, wood windows or vinyl-clad or aluminum-clad wood windows may be used. Metal, storefront- style, windows may be used for commercial applications.
14. Do not attempt to create features, or apply salvaged materials in such a way that would create a false, rather than authentic, historical appearance.
15. During construction of an addition, protect significant site features and minimize ground disturbance from heavy construction equipment.



National Park Service Preservation Brief

[14: New Exterior Additions to Historic Buildings: Preservation Concerns](#)

1:3 Accessory Structures

The oldest accessory structures were carriage houses and other outbuildings. Later, garages for automobiles, built to house a single vehicle, evolved. Many of these accessory structures were built as diminutives of primary buildings, or incorporated their materials or details. Today, most accessory structures in historic districts are garages or storage sheds. These accessory structures may be contributing or non-contributing to the site. Planning staff can assist in making this determination.

Maintenance of accessory structures, including roof repairs and repainting, are necessary to maintain the life of these structures. New accessory structures should be constructed so as to minimally impact the site and the district. New accessory structures must meet zoning and code requirements. The following are guidelines for accessory structures:

1. Retain and preserve existing accessory structures, and their features and materials that are contributing to the district. COA's for demolition are issued only with careful consideration from the Committee.
2. Select the placement and orientation of a new accessory structure to be toward the rear of a property and in a traditional location for its usage on the site.
3. Limit the size and footprint of the new accessory structure. They should not dominate the historic building in size or height.
4. Do not remove historic features or mature trees in order to install a new accessory structure.
5. Design the accessory structure to be compatible in style to the primary building and surrounding properties by using similar features such as roof type, siding, openings, and architectural details. However, because it is a secondary structure, it should not be more ornamented than the primary structure, nor should it distract from the primary structure.
6. Design new accessory structures using materials found in the district or on the primary structure.
7. Cementitious materials are not appropriate in residential districts.



The materials, brick and slate, match those of the primary structure. Historic wood doors and windows remain.



Another example of an accessory building that is a diminutive version of the main house.



Replacement of cedar shingles on dormer and barn style doors retain the historic features of this twin garage.

8. Vinyl and aluminum siding and trim and synthetic stucco products, such as Exterior Insulation and Finish Systems (EIFS), are not appropriate materials.
9. Prefabricated storage buildings made of metal are not appropriate in historic districts.
10. Do not attempt to recreate features that would create a false, rather than authentic, historical appearance on an existing or new accessory structure. Do not add detailing to an existing accessory structure that was not there historically.
11. During construction of a new accessory structure, protect significant site features and minimize ground disturbance from heavy construction equipment.



1:4 Decks and Patios

Outdoor living is popular and the request to install decks and patios must be considered in historic districts. Patios and terraces are more historically compatible within a historic district, though decks may be considered when they are appropriately placed, sized and screened. A new deck or patio must meet zoning requirements and should not overwhelm the house or the site. The following are guidelines for decks and patios:

1. Patios are generally appropriate because of their historic nature, and are the first recommended choice for outdoor living areas. They should have little to no visual impact and take advantage of the opportunity to match historic materials- for example, constructing a brick patio to complement an original brick walkway. Patios should be constructed to be compatible with materials of the building.
2. If a new deck is requested, it should have little to no impact- visually and physically- on the primary structure. Decks should be placed at the rear of the property if possible, and should not interfere with or necessitate alteration or removal of the building's historic fabric.
3. Decks should be self-supporting and installed with methods that do not damage the primary structure. It is recommended that they be inset a minimum of 12 inches from the building corners to decrease visibility.
4. Decks should be screened with some landscaping.
5. Open foundations must be screened.
6. Existing historic features, such as a porch, should not be removed in order to construct a patio or deck.
7. The floor level of the deck should be aligned with the correlating floor of the building's interior and it should not block any openings in the building's elevation.
8. The size and proportion of its footprint to that of the primary structure and the yard should be minimal, never overwhelming the building or green space.
9. Replication of historic elements, such as steps and railings, is not appropriate. Because of the



Decks should be at the same floor level as the primary structure.



This deck is well set back from the street and it is screened by landscaping.

contemporary nature of decks, they should be of a simple design.

10. Wood is the primary material recommended for decks. Composite materials such as Azek and Trex, that closely resemble natural wood, may be used for decks when they are appropriately located and sized and detailed.
11. Rooftop decks may be installed on flat roofs on commercial buildings and multi-family buildings, so that they have little to no visual impact from the ground. They should be executed in materials that do not interfere with or detract from the historic fabric or architectural integrity of the primary structure, such as simple, metal railings. They should not attempt to provide a false historic appearance.
12. During construction of a deck or patio, significant site features and minimize ground disturbance from heavy construction equipment.



Chapter 2: Changes to Building Exteriors

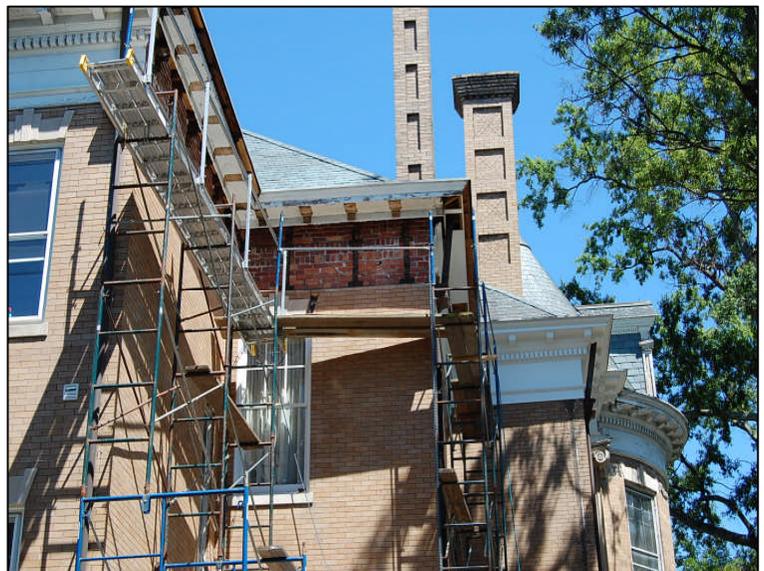
Because buildings are not static they may require changes over time. These guidelines are based on the previously discussed Secretary of the Interior's Standards for Rehabilitation (see page 19). Rehabilitation is defined as "the process of returning a property to a state of utility,



through repair or alteration, which makes possible an efficient contemporary use while preserving the portions and features of the property which are significant to its historic, architectural and cultural values." This standard for rehabilitation is centered on the basic premise that it is best to identify, retain and preserve the historic character of a building. Therefore, retention and repair of original features and materials is always the preferred treatment for historic buildings, particularly for those elements of the building determined to be historically significant.

In some cases, however, original elements may be too damaged to repair meaning that replacement is necessary. The owner must clearly demonstrate that the condition of the element is beyond repair. In these cases, natural and historic materials that are found throughout Norfolk's historic districts - such as wood, brick, stone, terra cotta, and metal - are generally appropriate. However, sometimes a change in materials is considered appropriate (Please see Section 2:1).

In addition to changes in materials, changes in features - such as the addition, alteration or removal of a historic element - can greatly affect the architectural integrity of a structure. This is generally discouraged and is addressed in more detail in the following six sections. Used in conjunction with the Style Section, these guidelines can help identify significant historic elements of a building, and help to formulate an appropriate proposal for exterior building changes.



2:1 Substitute Materials

Use of substitute materials is discouraged because they can significantly alter the appearance of a historic structure. Some materials, such as epoxies to repair wood members, work successfully. Other materials, such as vinyl and aluminum siding, are not acceptable because they obscure the appearance of the building and may promote moisture damage to the structure that they envelop. Also, overly rigid synthetic materials can sometimes cause damage to the more organic historic materials which they now abutt. The introduction of recent materials in historic buildings has not been tested over time and their compatibility with the materials into historic buildings has not been ascertained. There are potential expansion/ contraction issues when installing new materials adjacent to historic ones. Additionally, special care must be given to the installation and attachment of these new materials to the historic structure.

While retention of existing historic material is recommended, these guidelines do not, however, require that a property owner retroactively remedy previously inappropriate treatments to the building. When changes affecting the inappropriate treatments are made, original materials and design should be utilized. Replacement of such treatments will be reviewed by the Commission on a case by case basis as a property owner plans to replace them.

The following sections, 2:2-2:6, detail specific features and materials of historic buildings, but below are the general cases for the use of substitute materials in a rehabilitation project that differ from those originally utilized:

1. Unavailability of historic materials.
2. Unavailability of skilled craftsmen.
3. Replacement of poor quality original materials.
4. Code-requirement changes. Life safety, accessibility and code issues must be considered as applicable, and the Virginia Rehabilitation Code should be consulted when applying these criteria to historic buildings.

See Appendix B for matrix regarding substitute materials.



Before



After

When old this home's old aluminum siding was worn, it was removed and the original wood exterior exposed and restored.

National Park Service Preservation Brief

08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

16: The Use of **Substitute Materials** on Historic Building Exteriors



Before



After

Inappropriate asbestos shingles were removed and new cedar shingles installed to rehabilitate this house to its original appearance.

2:2 Roofs

Roofs are a defining element of a building. Roof shapes and features, as well as roofing materials, contribute to the character of a historic property. The historic districts of Norfolk exhibit a wide array of roofing styles and materials. While gabled and hipped roofs are most common, Norfolk's districts boast many buildings with intricate planes and turrets, cupolas, undulating curves, deep eaves with brackets, and decorative parapets. Original roofing materials included slate, terra cotta tiles, metal, and wood shingles. Later structures, as well as replacements of original roofing materials, often employed asphalt or composition shingles. Features such as dormers, metal cresting and chimneys are also significant to the building.

Besides its stylistic contribution, the primary purpose of a roof, along with the flashing, gutters and downspouts, is to shed water. Ongoing maintenance is the best way to preserve the life of a roof and its related elements. Upkeep of gutters and downspouts and timely repair of roof leaks is essential. The following are guidelines for repair or replacement of roofs:

1. Preserve and retain the roof shape, slope, and overhang as well as features such as dormers, cupolas, chimneys, parapet ornamentation, widow's walks, cornices, rafter tails, barge boards, weathervanes, and cresting.
2. Retain roofing materials that are historic and contribute to the character of the building. Repair should be considered before wholesale replacement.
3. When it is demonstrated that it is necessary to replace original roofing materials, matching materials are appropriate.
4. Replacement of original roofing materials with different roofing materials is strongly discouraged. The replacement should include detailed documentation as to condition and attempts to maintain the existing roof materials. If approved, it should replicate the original material in color, shape, size, and pattern.



Roof details such as weathervanes and chimney pots should be retained.



This slate roof is properly maintained and the dormer siding has been clad with appropriate cedar shingles.

5. Low-profile ridge vents may be installed if they do not greatly interfere with the historic appearance of the roof.
6. Skylights shall be added only on non-visible roof planes and should not compromise the roof structure for their installation.
7. Retain and repair gutter and downspout and scupper systems. If this is not possible they should be replaced in kind. New systems to be added should minimally impact the architectural features of the building, both physically and aesthetically. Half-round gutters are recommended on residential buildings. Gutters and downspouts should be pre-finished or painted to match trim or blend with siding if they are not made of copper.
8. Satellite dishes should be placed to the rear or on the least visible roof planes.
9. Mechanical equipment should be installed behind parapets or so as to be minimally visible. If roof-mounted equipment is visible it should be screened with materials that appear integral to the building. For information on solar collectors and other sustainable elements please see Chapter Three.
10. Do not introduce, recreate or alter wood features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence, is required to introduce, recreate or alter such features.



Features such as parapets, drainpipes and tile roofing should be retained.



This steeply pitched cross gable roof defines the character of this house.

National Park Service Preservation Brief

[04: Roofing for Historic Buildings](#)

[19: The Repair and Replacement of Historic Wooden Shingle Roofs](#)

[29: The Repair, Replacement, and Maintenance of Historic Slate Roofs](#)

[30: The Preservation and Repair of Historic Clay Tile Roofs](#)

2:3 Exterior Walls and Trim

The walls that enclose a building are vital to its structure and appearance. Though often thought of as flat, the walls of historic buildings can employ a number of forms including projecting bays, rounded elements, recessed nooks, and cantilevers. These forms create a rhythm and add visual interest to the building. Historically, materials used to sheath a building included wood, brick, stone, glass, pre-cast, terra cotta and stucco, further adding texture and interest to the structure. Later materials such as asbestos, aluminum, and vinyl siding may appear on some historic buildings. These materials are now widely considered inappropriate because they disguise the historic appearance of a building and often cause or conceal damage to the original, usually wood, structure underneath. The following are three main categories of materials historically used for walls and trim: masonry, wood and architectural metals.

Masonry

Historic masonry materials include brick, stone, terra cotta, cast stone, concrete, and stucco. These materials are some of the most durable building materials, though they can suffer damage from improper maintenance, repair or harsh cleaning techniques. The following are guidelines for masonry:

1. Preserve and retain the historic masonry material and detailing. Repair materials whenever possible by removing damaged areas and patching them with a material similar in texture, color, composition and strength.
2. Match infill brick or stone to replicate the adjacent historic material as closely as possible.
3. The most common work to be done on brick or stone walls is repointing. This should be done with a mortar similar to the original in texture, color, composition and strength. Execution of mortar joints in width, style and profile should match the existing. Caulk or Portland cement (unless it is the original mortar material) are not appropriate for use on historic masonry walls because they are stronger than the historic brick and can cause the brick to crack or spall.

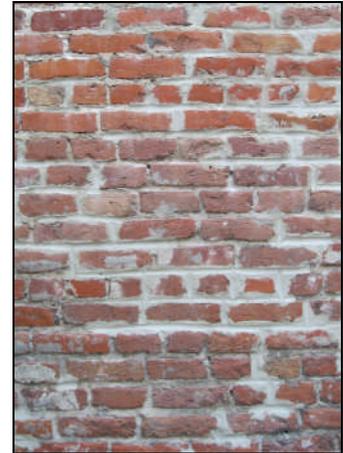


Historic brick patterns, like this Flemish bond, should be preserved and repointed with mortar matching in color, texture and density.



Masonry features, such as this stone chimney, should be retained.

4. Use the gentlest means possible when cleaning or attempting to remove paint from masonry structures to avoid damaging the masonry. Sandblasting should never be used on historic masonry.
5. Avoid covering or concealing historic masonry with new materials. In some cases, parging brick foundations is acceptable.
6. Avoid painting previously unpainted masonry, including brick.
7. Avoid repairing or replacing historic stucco with a stronger, modern material.
8. Substitute materials, such as pre-cast concrete as a substitute for concrete, may be appropriate as a replacement material as long as it matches the original stone in color, texture and detail.
9. It is not appropriate to alter or remove masonry elements from a historic building, such as removing stucco from historic brick, because it alters the appearance and the brick may not be made to withstand the elements.
10. It is not appropriate to introduce, recreate or alter masonry features that would create a false historical appearance. Sufficient historical documentation, such as photographs or physical evidence, is required to introduce, recreate or alter such features.



Repointing mortar joints should be accomplished with care, to avoid heavy unmatched lines like above.

National Park Service Preservation Briefs

[01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)

[02: Repointing Mortar Joints in Historic Masonry Buildings](#)

[06: Dangers of Abrasive Cleaning to Historic Buildings](#)

[07: The Preservation of Historic Glazed Architectural Terra-Cotta](#)

[15: Preservation of Historic Concrete](#)

[22: The Preservation and Repair of Historic Stucco](#)

[38: Removing Graffiti from Historic Masonry](#)

Wood

Wood is the most common historic building material, and was employed for its abundance and versatility. Wood cladding includes clapboards or weatherboard, vertical boards and wood shingles. Wood is also the most common material used for trim work such as cornices, brackets, soffits and eaves, and window and door surrounds. It is important that wood siding be properly maintained, repaired and repainted. The following are guidelines for wood:

1. Preserve and retain historic wood elements that contribute to the historic character of a building, including siding, shutters and trim work. Repair materials whenever possible by removing limited damaged areas and patching them with wood or epoxy that can be painted or stained to blend the repair.
2. Because wood is widely available, it should be used for repair or replacement. Synthetic materials such as asbestos, aluminum and vinyl products are not appropriate in the historic districts.
3. Replace types of wood siding on a building, or section of a building with the same type of siding—such as German siding for German siding, or fish scale shingles for fish scale shingles.
4. Cementitious materials, such as Hardiplank, are not appropriate as a replacement material for wood siding on a primary structure.
5. Wood that was historically painted should be repainted after careful preparation. This is to ensure that the wood is properly coated and protected from the elements. Sandblasting or high pressure washing are not appropriate as they may damage historic material. Light pressure washing is acceptable, at 300 psi or less.
6. Avoid stripping historically painted wood and leaving surface unfinished.
7. Avoid covering, concealing or replacing historic wood with new materials for siding, as well as for architectural features such as decorative trim work, cornices, soffits, columns, and balustrades.
8. Avoid “wrapping” historic wooden features with synthetic materials.



Retain and preserve significant wood features, trim and siding.



Vinyl siding does not wear well. The siding is warped letting water get to the wood beneath.

9. When original siding has been previously replaced or covered with an inappropriate synthetic material, it should be returned to its original material when the synthetic siding is to be replaced or removed. Re-siding with a new synthetic material is not appropriate.
10. Asbestos siding should be retained and repaired if possible, as asbestos is hazardous only when disturbed. "Faux" asbestos siding is available for replacement of cracked pieces or damaged sections. If full-scale removal is necessary, the original siding material should be used, if other than asbestos, once the asbestos has been properly removed.
11. Polyurethane millwork trim work may be approved for use on upper stories- above 3rd story. Any alternative materials must be painted and milled to replicate the wooden feature they are replacing.
12. Do not introduce, recreate or alter wood features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence, is required to introduce, recreate or alter such features.

National Park Service Preservation Brief

[10: Exterior Paint Problems on Historic Woodwork](#)



Wood trim, such as these columns and fascia, should not be covered with vinyl.

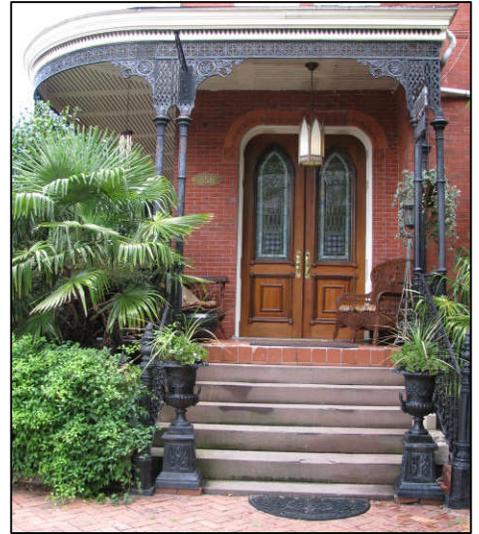


Wood should be properly maintained and remain painted to avoid deterioration and rot.

Architectural Metals

Most often found on historic buildings as ornamentation or trim work, metal may also have been used in storefront applications and other commercial uses. In most of Norfolk's historic districts the metals used are fences, storefronts, railings, standing seam metal roofing, gutters and downspouts, sheet metal elements, roof cresting, fire escapes/ outdoor stairs and hardware. Common materials include cast iron, steel, copper, pressed tin, and aluminum. The following are guidelines for architectural metals:

1. Preserve and retain historic metal elements that contribute to the historic character of a building. Maintain these metals with appropriate methods. It is not appropriate to alter or remove significant metal elements from a historic building.
2. When replacing historic metals, match the original metal feature in design, dimension, pattern, texture, color, detail and material.
3. Do not remove the historic patina of metal as this provides a protective coating and historically significant finish.
4. Ferrous (iron-containing) materials may be cleaned of rust and painted with a rust inhibiting primer.
5. Do not paint non-ferrous metal materials that were not painted historically.
6. Softer metals such as copper, brass, and aluminum should be cleaned with a non-abrasive solution. Cleaning does not require a COA.
7. Do not place incompatible metals together without a proper separation material as this may cause damage to these materials.
8. Historic metal fire escapes and outdoor stair cases should be retained and repaired, or replaced in kind. If a new fire escape needs to be added to a building, it should be on a rear elevation or inconspicuous location. It should typically be of metal, executed in a simple design, and similar to others in the district where the new fire escape is proposed.



Retain distinctive metal work that contributes to the character of the house.



When metal railing was not historically present, a simple metal rail should be used to minimize visual impact to a building's historic appearance.

9. Do not introduce, recreate or alter features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence is required to introduce, recreate or alter such features.

National Park Service Preservation Brief
[27: The Maintenance and Repair of Architectural Cast Iron](#)



Exterior metal stairs, balconies, and fire escapes are historical features found on many buildings.



2.4 Windows and Doors

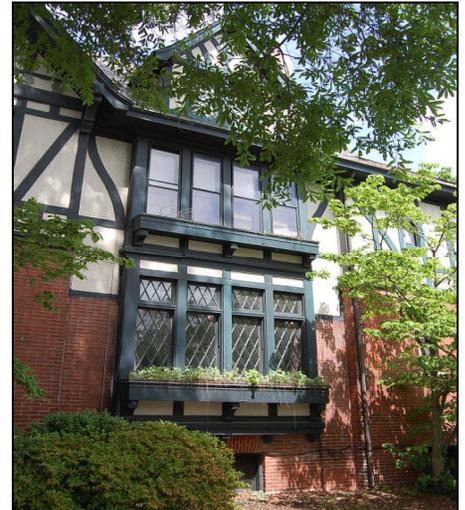
The openings in a building provide a link to the outdoors and serve important functions, such as allowing for ingress and egress, allowing for the circulation of air, and for allowing light into an interior spaces. They are also significant architectural elements of a structure, giving a rhythm to its elevations and defining its style. Historic windows are valuable to a building's architectural integrity and often possess distinguishing characteristics such as "wavy" glass and wooden profile details. Windows and doors often are accented with elements such as transoms and sidelights, shutters, and decorative lintels or sills.

Maintenance is crucial in dealing with historic wooden windows. If properly maintained, historic windows can last for generations. Regular repainting and re-glazing will ensure a window's long life and energy efficiency. The following are guidelines for windows and doors:

1. Preserve and retain historic windows and doors, including surrounding elements such as transoms and sidelights, shutters, and decorative lintels or sills.
2. Avoid altering the number, size, or location of window and door openings on primary or highly visible elevations. If such alteration is necessary, it should be considered on the rear or a secondary elevation and its impact minimized. If windows are to be filled in, such as with brick on a brick building, details such as sills and lintels should remain, and/or brick infill should be recessed to demonstrate the original, former opening.
3. Avoid covering or concealing historic windows and doors. If such alteration is necessary, it should be considered on the rear or a secondary elevation and its impact minimized.
4. Repair original materials whenever possible by removing damaged areas and patching them with a material similar in texture, color, composition and strength.
5. If a window is damaged beyond repair or is missing, documentation of its condition must be provided. Wholesale replacement of windows is not appropriate. If a window or windows must be replaced, it should be replaced with one matching



Historic doors and related features such as stained glass transoms and decorative surround should be retained.



Historic windows contribute greatly to the character of the building



Accessories such as mailboxes and hardware should be compatible with the architectural style of the building and historic ones should be retained.

the original in design, material, size, depth of reveal, muntin configuration and profile, detail, and color of glass and glazing. It should be a true divided-light window. Insulated glass may be considered when it meets the above criteria.

6. Vinyl replacement windows are not appropriate.
7. The installation of storm windows is the recommended solution to improve energy efficiency. Exterior storm windows are recommended for use on residential projects and should have an enamel finish and should be a color matching the window and trim. Windows should be one-over-one to reveal the historic windows. Interior storm windows are more appropriate for large commercial applications.
8. Storm doors are also recommended for energy efficiency. It should be a full-glass door to reveal the historic door.
9. If a door must be replaced, the new door should resemble the original as closely as possible in material, style, size and detail. It should fit the original opening, rather than filling in the opening to accommodate a standard, modern door.
10. Do not wrap wooden window and door trim with synthetic materials.
11. If many windows are missing, windows that match those original to the building should be installed. If doors are missing, install doors that are appropriate for the location on the building and the style of building. Historic photographs, as well as Planning Department staff, should be consulted in making these determinations.
12. Introduce new shutters only when appropriate for the building based on historic photographs or physical evidence. Shutters should not be vinyl or metal and should be operable and properly fit the window if closed.
13. Install handicap access ramps leading to entry doors in compliance with the Americans with Disabilities Act, but in a way that is minimally visible and simple in design.
14. Do not introduce, recreate or alter window features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence, is required to introduce, recreate or alter such features.



Permanently boarding up windows is inappropriate in the historic districts.



Porches are a common feature in Norfolk and greatly contribute to the architecture of the house.



Balconies create a rhythm along this street.

National Park Service Preservation Briefs

[09: The Repair of Historic Wooden Windows](#)

[13: The Repair and Thermal Upgrading of Historic Steel Windows](#)

[33: The Preservation and Repair of Historic Stained and Leaded Glass](#)

2.5 Porches, balconies and entrances

Many of Norfolk's historic buildings feature porches, balconies or entrances that are often focal points of the building. These prominent features vary from open wraparound porches to screened side porches and portecocheres to decorative front porticos. The components of these include steps, flooring, columns, support piers, balustrades, pilasters, cornices and eaves, pediments, skirt boards and various decorative details. Materials historically used for these elements were primarily wood or other natural materials such as masonry and metal.

Because of their exposure to the elements, these features require regular maintenance in order to remain in good condition. Maintaining ventilation beneath a porch is also important. The following are guidelines for porches, balconies and entrances:

1. Preserve and retain the historic porches, balconies and entrances. Repair components of these areas rather than replacing the material whenever possible, including tongue and groove flooring, beaded board ceilings, trim, railings, columns, steps, balustrades, soffits, brackets, fascia and skirt boards and other ornamental details.
2. Historic material should not be "wrapped" in synthetic materials.
3. It is inappropriate to enclose a historically open porch or balcony on a primary elevation. In limited cases where the porch is minimally visible, it may be approved for enclosure. When enclosure is approved, it should be executed with appropriate materials and should be recessed from existing historic features such as columns. It should be compatible with the overall character of the building, yet distinguishable as a later alteration. It should not compete with the main structure or damage historic elements of the existing building and should be able to be easily removed in the future.
4. It is inappropriate to screen a front porch. Screening of a rear or side porch may be appropriate when executed in a way that does not significantly alter the appearance and historic



This side porch is appropriately screened using visually receding materials and being installed behind columns and other exterior features.



Balconies were added to this rehabilitation of a former industrial building that is now residential units. They are clearly distinguishable as not original, while still being compatible with the building's architecture.



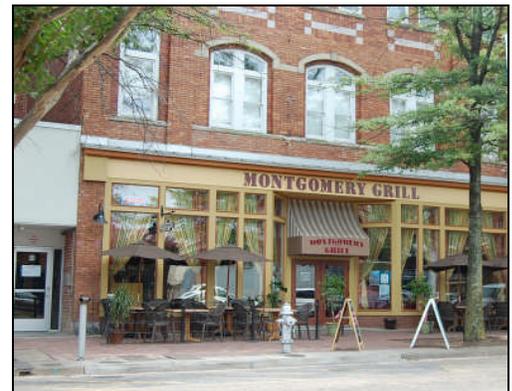
Historic front porches should not be enclosed or obscured.

fabric of the existing porch. When installation of screens is approved, it should be behind elements such as columns, and should be on recessed framing to further reduce its impact.

5. If a previously existing porch, balcony or entrance is missing, it should be reconstructed with appropriate materials in the same design as the original. Documentation should be provided in order to ensure its historical accuracy.
6. Substitute materials such as Azek or other composite material may be used for replacement of porch and balcony flooring and skirt boards, if they closely resemble natural wood, particularly in areas where the applicant can demonstrate continued difficulty maintaining wood in a given area due to its exposure. Any substitute material should be the same as the original in design, size, profile, and finish.
7. Deck flooring as replacement for historic porch or balcony floors is not appropriate.
8. Placing new porches, balconies and entrances on a primary elevation is not appropriate. When a new porch is approved in a minimally visible location, it should be executed with historic materials such as brick and wood, and in a style that is compatible with, yet distinguishable from, the primary structure. New porches should be deferential to the primary structure in size, detail, and ornamentation.
9. Do not introduce, recreate or alter porch or balcony features that would create a false historical appearance. Sufficient historical documentation such as photographs or physical evidence, is required to introduce, recreate or alter such features.



Wood porch details are significant elements of this classical revival home.



This storefront is wood and clear glass with appropriate signage in the sign band and on a properly scaled awning.

National Park Service Preservation Briefs
[45: Preserving Historic Wooden Porches](#)

2:6 Storefronts, Public and Commercial Buildings

Commercial storefronts exist primarily in the Downtown Overlay District, but some historic neighborhood storefronts are scattered throughout residential areas. These spaces present a pedestrian-friendly face to the street and make for interesting and walkable thoroughfares. Practically speaking, they display advertising of the business housed within the space and aim to draw customers inside. Historic storefronts were typically made of wood or cast metal with large display windows above a knee wall with a recessed glass-door entryway. Many storefronts have been modified over the decades and now employ aluminum window frames, though they often retain the form and general proportions of the originals. Often there are one- or two-story offices or storage spaces above these storefronts, with symmetrical windows punctuating the front elevation.

Other commercial buildings often feature symmetrical fenestration and ornamentation in terra cotta, metal or masonry on the primary façade. Usually divided into discernable stories, the basically flat facades may be accented with pilasters, window surrounds, decorative string courses, corbelling and decorative or projecting cornices.

Norfolk also contains impressive public buildings, primarily in the Downtown Overlay District. The following are guidelines for storefronts, public and commercial buildings:

1. Preserve and retain historic storefronts. Repair components of storefronts rather than replacing the material. Preserve dimensions of wood and glass walls, footprint of windows and entryway, and features such as transoms, columns, pilasters, and historic awnings or canopies. It is not appropriate to remove historic features of a storefront, public or commercial building.
2. Preserve and retain historic materials used on storefronts, public and commercial buildings including pilasters, window surrounds, decorative string courses, corbelling, storefronts, transoms, and decorative or projecting cornices. If replacement of material or a feature is necessary, it should be with same or compatible materials.
3. Fiber cement products and polyurethane millwork



The minimal signage on the window and properly sized awning does not distract from this storefront.



Storefronts should not be covered up with non-historic materials or have windows boarded up.

trim work may be approved for use on upper stories in non-residential districts. Any alternative materials must be painted and milled to replicate the wooden feature they are replacing.

4. Clear glass for storefronts must be replaced with glass that is transparent from both sides.
5. If an entire storefront is to be replaced or rehabilitated, use photographic and physical evidence to determine the design and materials. Use exploratory demolition when applicable to uncover original features, which were later covered with non-historic materials.
6. If an historic storefront is missing and documentation of its original design is not available, its appearance can be determined from the style of the rest of the building and surrounding storefronts in the district. Planning staff should be consulted in this process.
7. A greater flexibility of design should be considered with buildings in non-residential districts and non-residential areas because function and usage of buildings will likely be more varied and present a wider variety for both modern and traditional styles. These additions may be considered in a complementary, yet modern, style, when the addition does not harm or greatly interfere with the original design and historic fabric of the building.
8. Do not introduce, recreate or alter storefront features that would create a false historical appearance. Sufficient historical documentation such as photographs, physical evidence, or design based on surrounding storefronts when other evidence is not available is required to introduce, recreate or alter such features.



Inappropriate use of aluminum siding significantly alters a building's historic appearance.

National Park Service Preservation Briefs

[11: Rehabilitating Historic Storefronts](#)

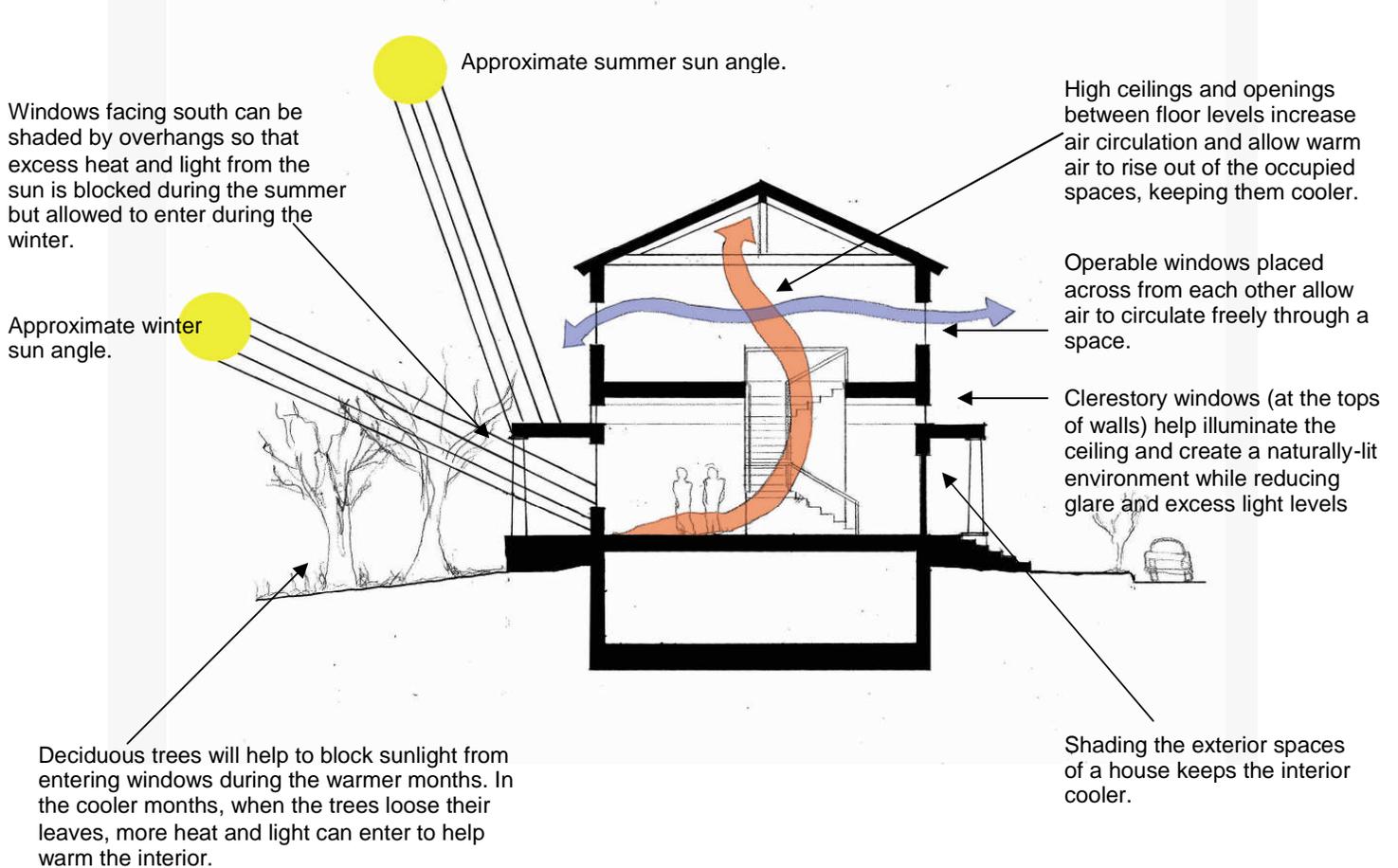
Chapter 3: Sustainability

Historic preservation is often referred to as “the ultimate recycling,” because by its very nature it promotes the retention and reuse of existing materials. The aim of this chapter is to highlight and foster the natural compatibility between historic preservation and sustainable practices.

Historic districts reflect sustainability given their location close to City centers; they have sidewalks and visually diverse buildings, that accommodate and encourage walking, and many are accessible by mass transit. These qualities help decrease dependence on automobile travel, which saves residents money and is good for the environment. Guidelines about sustainable landscape practices are found in Chapter Four.

Also, historic buildings are sustainable because they were built before the days of artificial temperature control, necessitating that they employ natural, free, and environmentally-friendly means of climate control. Features such as orientation of the building in relation to natural light and breezes, porches, operable windows and transoms, shutters or louvers, and high ceilings minimize usage of heating and cooling systems. Maintaining and using these features can significantly cut energy costs and positively impact the environment.

This building section shows how historic building features help to regulate light and temperature.



There are instances, however, when actions can be taken to improve the energy efficiency of historic buildings. This should be done so as to impact the building and its significant features as little as possible. Energy lost from a building is often not only from old windows, but also from areas such as the attic and basement, from chimney drafts, and from improperly weather-stripped doors. When considering the energy efficiency of a historic building it is recommended to get an energy audit by a certified professional and develop “whole-building” solutions.

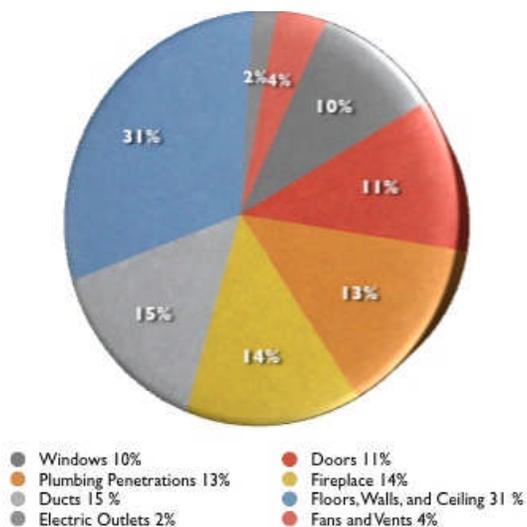


Chart from the National Park Service website http://www.nps.gov/hps/tps/weather/air_infiltration.html

Also, it is sustainable to use renewable, natural and local materials, as are often found in historic buildings. Retaining these materials keeps them out of landfills. Guidelines regarding retaining historic materials, such as windows, are found in Chapter Two.

Employing environmentally beneficial strategies must be done properly. This will ensure that the historic character of Norfolk’s historic districts is not compromised, while allowing for, and encouraging sustainable practices that save property owners money, help to protect the environment, and create even better communities.

It has been said that the greenest building is the one that is already built. Simply by owning and maintaining a historic property, owners are promoting many tenets of sustainability.

3:1 Sustainability

Sustainability and preservation both strive to create livable and enduring communities that benefit their residents. Attempts to improve environmental performance of a building, should be executed so as not to compromise the building's historic character.

1. Retain sustainable features of historic buildings such as porches, double-hung windows, operable transoms, foundation ventilation, operable shutters, and retractable awnings.
2. When improved energy efficiency is desired, an energy audit to identify causes of inefficiency is recommended as a first step. Insulating attics and crawlspaces, checking fireplace dampers, replacing air filters, and checking mechanical equipment for optimum performance is also recommended. Wrapping distribution lines and water heaters with proper insulation can also help.
3. In attempts to improve energy efficiency, it is inappropriate to impede historic buildings from being allowed to breathe. Absence of proper ventilation, such as foundation or attic vents, can result in water damage and mold.
4. Ridge vents and attic fans should be installed to be minimally visible.
5. Photovoltaic panels should be roof-mounted, roof-integrated (like roof shingles), or ground-mounted.
6. Ground-mounted solar collectors should be located in rear or side yards and appropriately screened.
7. Roof-mounted solar collectors should not be installed on character-defining rooflines or primary elevations. Installation on the rear roof, behind parapet, or not visible roof surfaces is recommended. Solar panels should be set back from the roofline and have a low profile.
8. Residential-scale, roof-mounted wind turbines may not be installed on primary elevations. Wind turbines should be installed so as to be minimally visible and to have least impact on surrounding historic materials.
9. Green roofs should be installed only where they are not replacing historic roofing material, such



Green buildings can be compatible with historic areas.



Original features such as operable shutters help with climate control, and should be preserved and maintained.

as on an addition where the roof has low visibility. Green roofs should be installed so as to have least impact on surrounding historic materials.

10. Sun-reflective, white membrane roofing materials may be appropriate behind parapets or where not visible from right-of-ways.
11. Photovoltaic shingles or tiles, such as Sunslates, should not be installed if they are replacing historic roofing materials. If replacing non-historic roofing material, they should be installed on rear, or non-visible, roof surfaces.
12. When roof collectors would compromise the integrity of the building, ground-mounted panels may be considered and should be placed where they are minimally visible.
13. All solar collectors should be installed so as to have least impact on surrounding historic materials.
14. Light pollution should be minimal in residential areas.
15. Rain barrels should be located in minimally visible areas of the property.
16. If environmental conditions necessitate elevating a property above a flood plain it should be done with a foundation or piers that are compatible, yet distinguishable from the original.
17. Mechanical, electrical and other utility connections and equipment should run efficiently, should be located inconspicuously. New equipment should be installed so as to cause as little harm or alteration to the historic building as possible.



One over one storm windows can help protect historic wood windows and reduce energy costs.

National Park Service Preservation Briefs

[03: Conserving Energy in Historic Buildings](#)

[24: Heating, Ventilating, and Cooling
Historic Buildings: Problems and
Recommended Approaches](#)

[32: Making Historic Properties Accessible](#)

Chapter 4: Landscape and Site Improvements

In addition to the buildings in the historic districts that need to be protected and properly preserved, the landscaping and site features of these areas are also very significant. Features such as fences, signage, driveways and other exterior elements may contribute to the character of the districts. Whether it is a rhythm of shade trees in a residential area or outdoor dining in Downtown, these features provide the supporting context for all of the buildings in these districts. They are often highly visible and can create interesting pedestrian areas.



4:1 Fences, Walls and Landscaping

Though the majority of lots in the local historic districts are open and visually connected to the street, there are some fences or walls that contribute to the character of these areas. These are primarily wrought iron, or occasionally wooden, fences. Brick or stone retaining walls also appear in some districts and contribute to the character of the area.

Some metal fencing has a brick base or piers. Small brick or stone retaining walls, that accommodate grade changes, exist in some areas as well. In rear or side yards, that are minimally visible, taller privacy fences may be found.

Landscaping, such as large trees or hedges, can be found in some areas. These features, too, add to the character and feel of the area. All installation of fencing or retaining walls must meet zoning and code requirements. The following are guidelines for fences and walls:

1. Preserve and retain historic landscaping features. When such features must be removed, if blighted for example, replacement with new landscaping or appropriate features is recommended.
2. Preserve and retain historic fences and walls. Repair damaged elements of fences and walls, rather than replace them. Replace with matching materials when a wall or fence cannot be repaired.
3. When an historic fence's or wall's condition makes replacement necessary, it should be replaced with the same materials, design, pattern, color and dimension in the same location as the original.
4. It is generally not appropriate to install a new front fence or wall, where none historically existed, as this can alter the rhythm of the historic streetscape. If photographic documentation of a fence or wall that once existed is available, it should be used to design a new fence or wall.
5. New fences and walls may be appropriate in some districts. New fences and walls should be located in the same plane with others on the street or within the district. The new fence or wall must be in keeping with others in the neighborhood and should be



Historic walls and gates should be retained and maintained.



Fencing should be compatible with the style and materials of the primary structure, as well as similar to those in the district.

similar in material, design, pattern, color, dimension, and location.

6. New handrails that are needed for safety reasons, where none existed historically, should be installed so as to have minimal visual and physical impact on the historic building. They should not create a false historicism. Simple, black metal rails are often recommended.
7. Materials for a new fence or wall should be those that predominate in the district, typically brick, metal, wood or stone. Assessment of fences near the subject property should be taken to ascertain which material is most appropriate.
8. Privacy or utilitarian fences should only be introduced when minimally visible in rear yards, so that they do not impact the historic character of the district.
9. Installing new or replacement fences and walls created from chain link, landscape timbers, exposed concrete block, vinyl, and plastic materials is not appropriate.



Different types of historical fencing may be found in different districts. It is important to assess the surrounding area to decide what type of fencing will be the most compatible.

4:2 Driveways, Walkways and Parking Areas

Since the advent of the automobile, storage of cars has shaped landscapes and neighborhoods. Because many of the local historic districts were built prior to automobile transportation, buildings are typically close together on small lots which were not created to accommodate driveways or parking. Some narrow driveways do exist, and usually lead to rear parking. Driveways and parking areas in the historic districts were often added later and are not original features.

Some historic walkways and paths may exist in these districts, and are usually made of brick or stone.

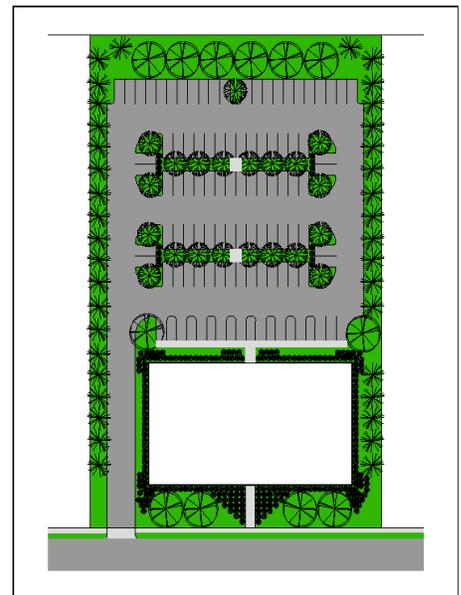
Alteration or addition of driveways and parking areas must meet all zoning and code requirements. A driveway permit must be obtained from the Department of Public Works for any new driveway.

The following are guidelines for driveways, walkways and parking areas:

1. Retain and preserve driveways, walkways and parking areas that contribute to the historic district.
2. During installation of driveways, walkways or parking areas it is appropriate to protect significant site features and minimize ground disturbance from heavy construction equipment.
3. New walkways should be designed so as to work with the landscape and to be of materials compatible or matching to the building, such as brick or stone, or other site features.
4. Concrete, brick, block pavers, crushed stone or other documentable historic material may be appropriate surface materials for driveways. Asphalt is not appropriate for driveways.
5. When adding a new driveway in a residential area, consider installing two concrete or brick strips with a grass division to minimize the impact of new impervious area.
6. Driveways should lead to a parking area or garage at the rear of the property. New parking areas or driveways should be placed and designed so as to



Landscaping screens and shades this parking lot.



This diagram shows the appropriate layout for parking in historic areas. Note how it is behind the building, and is surrounded by landscaping.

have minimal impact on the neighborhood or the specific property.

7. Parking areas in front yards are not appropriate.
8. New driveways should be single width.
9. Driveways should not be circular in design.
10. Stamped concrete is not appropriate in residential areas.
11. Locate new driveways and parking areas so as to disturb historic site features such as large trees as little as possible.
12. Commercial parking areas should preferably be placed to the rear of a property, or if necessary, to the side so as to have the least visual impact. Parking lots should be appropriately screened with landscaping and/ or fencing.
13. Large parking lots that are highly visible are discouraged, but if approved, should be divided with planting islands or other substantial landscaped areas.
14. Fencing or screening with vegetation is encouraged to preserve the continuity of the street wall.
15. Concrete, brick, block pavers, crushed stone or other documentable historic material may be appropriate surface materials for a parking lot.
16. Mechanical, electrical and other utility connections and equipment should run efficiently, should be located inconspicuously and screened or landscaped when applicable. New equipment should be installed so as to cause as little harm or alteration to the historic building as possible.



Parking is located behind these historic buildings and is screened from the street.



4:3 Signage and Awnings

Signage has long been an important element of mixed-use or historic retail districts. Signage attracts customers to stores and restaurants and can add to the atmosphere.

Awnings were used historically to provide shade and cool building interiors as well as to identify the shop within. When historic signs or awnings exist, they should be retained. If the name of the business changes signage changes should simply accommodate the new tenant. All installation of signage or awnings should meet zoning and code requirements and may also require an encroachment if the extent is over the public right of way. The following are guidelines for signage and awnings:

1. Preserve and retain historic signs and awnings that contribute to the district or building.
2. When replacement of a historic sign or awning is necessary, based on its condition, it should be replaced with compatible materials, design, pattern, color, dimension, and location.
3. It is inappropriate for signs or awnings to obscure historic architectural features of a building. They should be placed in areas of a building historically designed for signage or awnings and their size should be compatible with the building and other signs in the area.
4. Signage or awnings should be physically attached to the building so as to do as little damage to historic fabric as possible.
5. Appropriate sign types are flat wall-mounted signs, permanent window signs, permanent banners, and appropriately scaled projecting signs. Signs may be externally or back lit. They may incorporate neon or LED lighting if located in downtown. Internally lit box signs are not appropriate.
6. The front and side panels of an awning may be used for signage.
7. Awnings should be compatible with the building to which they are affixed in size, style, color and placement.



Wood blade signs are appropriate in the historic districts.



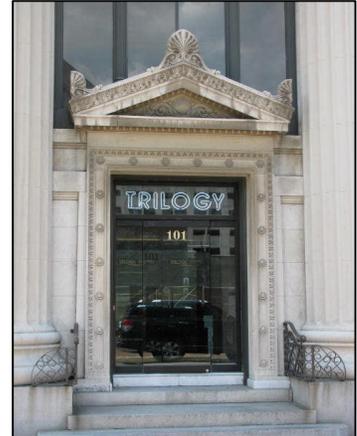
These awnings work with the architecture of the building. Separate awnings are preferable to one continuous awning across the building front.

8. Awnings should be placed within or above storefront openings. If evidence is available demonstrating where an awning was placed historically, a new awning should be placed in the same location.
9. A-frame signs may be allowed in some local historic districts and the Planning Department should be contacted for A-frame sign requirements.

National Park Service Preservation Briefs

[25: The Preservation of Historic Signs](#)

[44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)



This sign does not affect the architectural character or historic material of the building.

4:4 Outdoor Dining

Outdoor café-style dining has become popular and contributes to the vitality of the street in historic retail districts. The addition of outdoor dining does not impact the historic character or integrity of a building, and is an easily reversible installation. Usually confined to small areas, partitioned with metal fencing, outdoor dining may be allowed in historic districts in cases that meet the following guidelines, as well as zoning and code requirements. Often installation of outdoor dining may also require an encroachment. The following are guidelines for outdoor dining areas in historic retail districts:

1. Outdoor dining areas should be enclosed with permanent, low metal fencing. Black metal finish is often preferred. Vinyl or plastic fencing is not appropriate.
2. The overall scale and design of the outdoor dining area should be compatible with the building to which it is adjacent as well as the width of the sidewalk or patio on which it is located.
3. If the area is not covered with awnings, individual umbrellas may be used at tables for shade.
4. Furniture becomes a prominent part of the streetscape when used in outdoor dining areas and should not detract from the architectural characteristics of the adjoining building.
5. Furniture can be metal, wood, natural materials or appropriate synthetic material. Plastic furniture is not appropriate.
6. Only furniture for eating is appropriate in outdoor areas; bussing or other work stations should be located inside.
7. Plantings, such as planters or hanging baskets, which coordinate with the fencing and furniture is encouraged in outdoor dining areas.
8. Plastic planters and artificial plants are not appropriate.
9. If plastic partition walls or heaters will be employed for year-round use of the outdoor area, these should be illustrated and should cloak the building as little as possible.



Umbrellas and plantings enliven this outdoor dining area.



Outdoor dining should be compatible with and coordinate with the historic building. Here, the scale, materials, colors, and covering all complement the retained historic storefront and upper story.

10. Menu boards should be placed on a building or exterior fencing in a way to not obscure or disturb historic features and should be of a scale to fit its location.
11. During installation of outdoor dining it is appropriate to protect significant site features and minimize ground disturbance from heavy construction equipment.



Well maintained plantings are encouraged.

4:5 Lighting

The type and location of lighting can be an important element of a historic district. Appropriate lighting fixtures can contribute to the historic character of a neighborhood. Lighting can be used to emphasize architectural features, or if used inappropriately, it can detract from the overall character of the district. All installation of lighting shall meet zoning and code requirements. The following are guidelines for lighting:

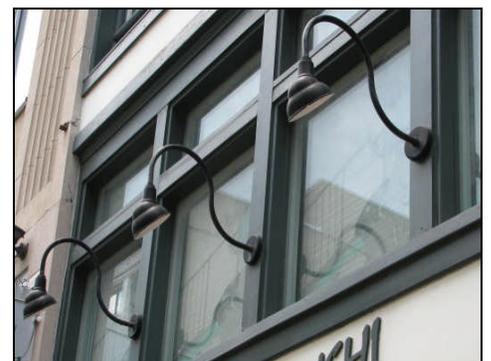
1. Preserve and retain historic lighting fixtures.
2. When such fixtures must be replaced, if inoperable for example, replacement with similar lighting fixtures is recommended. They should be in the same location.
3. When installing new light fixtures, they should be in a style and design that is compatible with the architecture of the building.
4. Materials for new lighting fixtures should primarily be metal in a natural metal color or matte black finish. Assessment of nearby fixtures to the subject property should be taken to ascertain what new fixtures are appropriate.
5. Security lighting, motion lights and landscape lights should be placed in minimally visible locations if possible.
6. Large flood lights are not appropriate.
7. Wall packs are not appropriate on front or primary elevations. If needed for security, they should be placed where minimally visible.
8. Up-lighting of buildings, particularly to highlight architectural features, is encouraged in the Downtown Overlay District.
9. While still providing for safety and illumination, lighting should be kept at a quantity and level of brightness which is in keeping with the surrounding levels in the area.



Placement and style of lighting should be compatible with historic entryways.



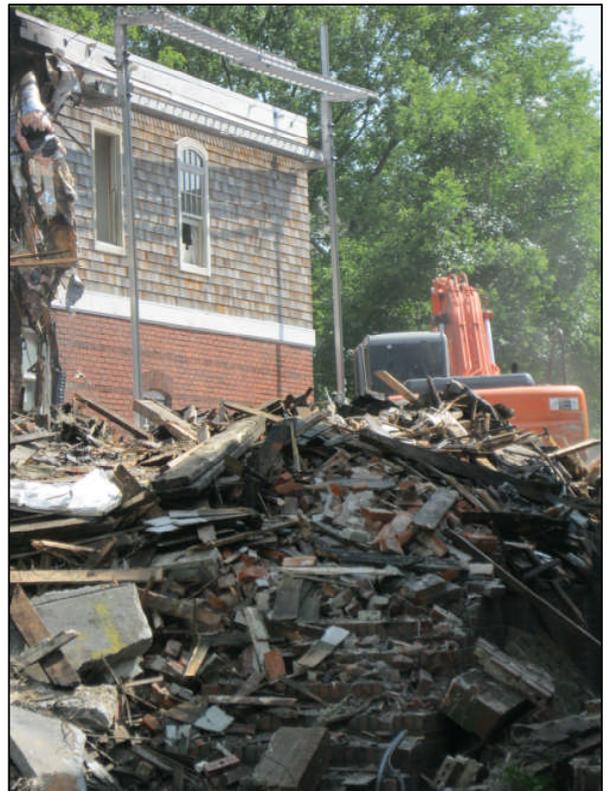
Black matte finishes are appropriate for residential lighting.



Gooseneck lights appropriately illuminate commercial signage.

Chapter 5: Relocation and Demolition

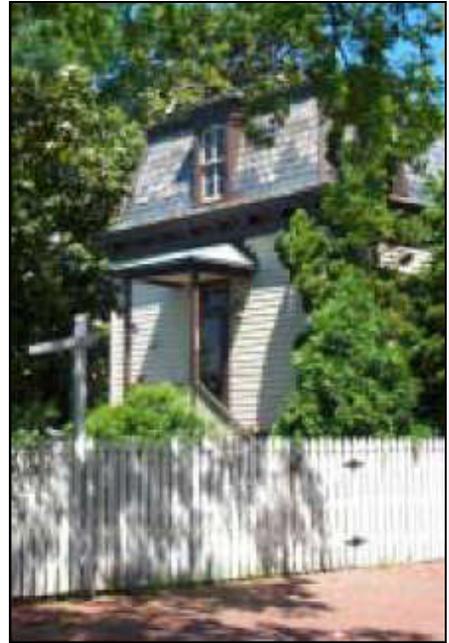
Siting and context of buildings are vital to their architectural integrity and every effort should be made to retain these structures in their original setting. Likewise, demolition of significant historic resources is antithetical to the purpose of the local historic districts and these guidelines. In cases where demolition is sought, relocation can be a more desirable option. A request for either of these alterations to a building in a district must be carefully considered.



5:1 Relocation of Buildings

Because of the great importance of a building's setting and context to its character, relocation of a building must be carefully considered. Moving a building is a costly and involved process, and all care to do no harm to the building during the move should be taken. Relocation is an option only when all avenues to save and rehabilitate a building on its current site have been investigated and found to be not feasible and a Certificate of Appropriateness for demolition will be granted. In these cases, relocation is always preferable to demolition.

1. Record with photography, the building in its historic context and document the existing building and site prior to the move.
2. Move the building in one piece if possible, and minimize damage to the building and its historic features before, during and after the move. Working with contractors experienced in moving historic structures is recommended.
3. Retain elements of the original site that are significant, such as large trees.
4. Locate the building on a site that is appropriate and within the historic district if possible.
5. Use the guidelines for New Construction/ Additions, Chapter One, for placing the building on its new site and respect the character of surrounding buildings and area.
6. Use the guidelines for Site Improvements, Chapter Four, for issues related to siting the building and for any improvements to be made to the new site before or after relocation.
7. During relocation and any subsequent construction, protect significant site features and minimize ground disturbance from heavy construction equipment.



This kitchen was originally an auxiliary structure to the Grandy House. The kitchen was moved to this location in 1978, and has been renovated.

5:2 Demolition of Buildings

The demolition of contributing buildings in local historic districts is an irreversible action that is strongly discouraged. The historic properties in these districts have been designated as such because they possess special significance to the history and character of Norfolk, and are intended to be protected under the local historic district zoning ordinance. Therefore, all alternatives to demolition, including relocation, should be explored with City Planning Commission prior to any Certificate of Appropriateness being issued for demolition. Besides the loss of significant historic resources and damage to the character of the City, demolition adds large amounts of material to local landfills (as discussed in Chapter Three), making it disadvantageous for historic preservation and for the environment.

In the local historic districts, denial of a COA for demolition will delay the demolition during which time the owner must try to sell the building at a fair market price. If no bona fide contract is executed within the time period of up to one year, based on the value of the building, then the property owner may proceed with the demolition provided all procedures are within compliance.

In the Downtown Historic Overlay district, a COA is currently not required for demolition.

1. Explore all options for alternatives to demolition, including relocation.
2. Record the building exterior and interior in its historic context with photography and measured drawings, to be provided to the Sargeant Memorial Room of the Public Library.
3. Salvage, or allow to be salvaged, historic materials from the building, particularly significant features or materials.
4. Demonstrate proposed use for site or for new construction on site using the guidelines for New Construction/ Additions, Chapter One, for placing the building on its new site and respect the character of surrounding buildings and area.
5. Use the guidelines for Site Improvements, Chapter Four, for issues related to preserving site features and for any improvements to be made to the new



Demolition can leave open vacant spaces in the historic district.

- site before or after demolition.
6. During demolition and any subsequent construction, protect significant site features and minimize ground disturbance from heavy construction equipment.

Glossary

Accessory structure: a structure that is subordinate to the principal structure that is on the same premises.

Attic fan: a device used to remove hot air from the attic

Awning: a canvas roof offering shade and protection from the elements to a window, doorway, patio or porch.

Azek Deck™: brand name synthetic construction material that is often designed to look like wood.

Balcony: an elevated platform projecting from an upper level of a building, with no ground level access, enclosed with a railing.

Balusters: evenly spaced supports for a hand railing on a porch, balcony, deck or staircase.

Balustrades: a succession of balusters joined on the top by a handrail and rail at the bottom; used on porches, stairways, and balconies.

Bargeboard: generally wooden decorative piece which hangs from and follows the slope of a gable style roof.

Bay: an alcove within a larger room, creating a protrusion on the exterior wall, typically using windows.

Biodegradable: product that has the ability to decompose without human interaction.

Bond: arrangement of masonry units providing stability and often a decorative pattern.

Bracket: architectural member used to support or carry weight of an element above

Cantilever: a projecting feature not supported by columns or brackets.

Canopy: a cover which provides shelter.

Casing: the decorative outline to a door or window unit.

Character-defining: an attribute which becomes a determining factor to the historical significance of a building.

Clapboard: boards on a side of a house in which they are thicker on the bottom edge, which then overlaps the board directly below

Column: an upright, slender structural member usually with a base, or plinth, a shaft and a capitol.

Commercial areas: districts of the city which are designated for businesses rather than residential buildings.

Composite material: man made materials composed of two or more parts to resemble a natural material such as wood.

Corbelling: a decorative sequence of projecting bricks, each paced out further than the previous, generally found on walls and chimneys.

Cornice: The outer edge of a building where the roof and wall meet.

Cresting: decorative piece used to outline or beautify a roofline

Deck: Outdoor floor attached to a building, often with both building and ground level access.

Dentil molding: small square blocks found along cornices.

Dormer: a window appearing to come out of a roof top, with a separate roof and wall face of its own.

Double-hung window: a window with two operable sashes.

Eave: the edge of the roofline that extends beyond the walls.

Embodied energy: the energy used to harvest, manufacture, and transport building materials, including the energy used in construction.

Exploratory demolition: Removal of non-historic materials to reveal original features and materials.

Exterior Insulation and Finish Systems (EIFS): a synthetic stucco product

False Historical Appearance: installing new features or materials that attempt to look as if they were originally part of a historic building, such as adding gingerbread porch detailing or cornice moldings that did not originally exist on the building. Original design of buildings should be respected, and not embellished or “improved.”

Façade: a side of the exterior of a building, usually the front.

Fanlight: the semi-circular window above a door or window

Fascia: a flat surface spanning the top of an existing wall.

Fenestration: the pattern of openings for doors and windows throughout a structure.

Flashing: pieces of non-corrosive metal, mounted to create a watertight overlap at critical intersections houses, such as the roof and walls, chimneys, pipes as well as other major projections.

Gable: a triangular part of the wall between edges of a sloping roof.

Gambrel: a grooved roof with two slopes per side, the top section contains a simple angle, while the second section creates a sudden downward slope.

Green building: A building which remains environmentally and economically friendly for its lifespan.

Green roof: roof that is partially or completely covered with live vegetation.

Hardiplank™ and Hardipanel™: brand-name product that is a mixture of cement materials and cellulose fibers to create a synthetic siding material.

Hipped roof: a roof with all sides sloping down to meet the walls.

Historic: Features, materials or characteristics of a building or site which date during the period of significance of the National Register nomination; and/or that contribute to the overall character of the building or site; and/ or that are a cultural resource based on their date, material, design, rarity, association with history, craftsmanship, relation to overall character or integrity of the district.¹

¹ In cases where the “historic” nature of a feature or material is in question, research at the Sargeant Memorial room is recommended, knowledge of overall architectural history of the area shall be employed, and deliberation by the Committee/ Commission shall make the determination.

Historic retail district: designated area for businesses and restaurants within an historic district.

Insulation: a special layer of fiber placed within the walls, attic, or crawlspace of a building which helps maintain constant temperature.

Life cycle: all stages of development of a product including the creation, lifetime, and disposal of the product.

Lintel: horizontal support beam bridging an opening.

Louver: slants placed within a door or window to admit airflow while restricting water and other natural weather elements.

Non-contributing: features or properties that do not contribute to the historical significance of the area.

Non-ferrous: a metal that holds little to no iron in its composition.

Mixed use district: area designated for both retail and residential use.

Muntin: the small pieces of metal, wood, or vinyl used to hold individual window panes into a window sash.

Parapet: a low wall projecting just above the roofline.

Parging: a coat of cement or stucco.

Patina: the natural aging of certain metal elements such as the green film which appears on copper or bronze.

Patio: an open, flat on-grade outdoor area generally constructed with stone, brick, tile, concrete, etc.

Pediment: a gable, triangular in shape, enclosed with a continuous cornice piece.

Photovoltaic panel: a rectangular panel which creates electric energy from solar radiation.

Pilaster: a rectangular support feature running from the ground level to the ceiling, architecturally designed to operate as a column.

Porch: a lifted platform on the exterior of a building, creating an approach point.

Porte-cochere: a roofed structure connecting a driveway parking area to a building entrance.

Portico: a small covered entry into a building.

Porch: A covered attached entrance to a building.

Pre-cast: building material made in a factory and transported to the construction site for use.

Rafter tails: the visible end a rafter that extends past the exterior wall.

Rain garden: designated landscaped area planted to collect rainwater and runoff, thereby decreasing the amount of polluted runoff into natural creeks and rivers.

Repointing: scraping out old mortar joints and repairing the area using new mortar.

Residential district: area within a city designated strictly for homes and living.

Ridge vent: vents that allow heat and humid air out of an attic, most used in buildings

with shingles as opposed to other roofing materials.

Salvaged materials: goods and building supplies which can be reused.

Screening: the use of landscaping or building materials to hide certain areas such as parking lots.

Scupper: an opening in a building wall for water runoff.

Sidelight: long narrow window pane on either side of a door.

Sill: horizontal member creating the base of a window.

Shutters: panels connected to a window frame via hinges, used to shield the opening in the building from sunlight.

Skylight: an opening in the ceiling covered with glass, used to admit daylight.

Slate: a type of rock prepared as shingles for roofing and siding.

Slow-growth wood: lumber which has been milled after a long period of growth resulting in high quality wood.

Soffit: the underside of overhanging eaves.

Solar collectors: a panel used to gather the sun's energy for power within a building.

String course: a level line of brick or stone offering a visual division in one portion of a wall to the other.

Storefront: ground level, front façade of a place of business, particularly in the business and retail areas of the city.

Storm window: a second sash installed outside the existing glass for protection against weather elements.

Sustainable development: development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Suspended ceiling: a secondary ceiling system hung below the structural ceiling, allows space for electric wires, plumbing, and service gear.

Terrace: a level, paved walkway or outdoor area that is often elevated.

Terra cotta: a building element made of fired clay, usually used as roofing or decorative materials

Tongue and groove flooring: a floorboard which fits directly into the cut channel of another.

Transom: a window opening placed directly above a door, often hinged in older buildings for ventilation.

Turret: a decorative tower generally located at the corner of a structure.

Undulating Curves: a series of waves in the construction of a building, as on a wall.

Upper Story: above the third floor

Widow's walk: an area surrounded by a railing on the top of a flat roof.

Wind turbine: a rotary device, similar to a wind mill that uses natural air flow to create energy.

For More Information

Heritage Preservation Services	http://www.nps.gov/history/hps/
Historic American Building Survey/ Historic American Engineering Record	http://www.loc.gov/rr/print/coll/145_habs.html
International Council on Monuments and Sites	http://www.icomos.org/ICOMOS_Main_Page.html
Library of Virginia	http://www.lva.virginia.gov
Main Street USA	http://www.preservationnation.org/main-street/
National Alliance of Preservation Commissions	http://www.uga.edu/napc/
National Archives and Records Administration	http://www.archives.gov/index.html
National Park Service	http://www.nps.gov/index.htm
National Park Service: Technical Preservation Services	http://www.nps.gov/history/hps/tps/
National Preservation Institute	http://www.npi.org/
National Register of Historic Places	http://www.nps.gov/history/nr/
National Trust for Historic Preservation	http://www.preservationnation.org/
Norfolk Historical Society	http://www.norfolkhistorical.org/index.php
Norfolk Preservation Alliance	http://hrgroups.ning.com/npa/
Norfolk Sargeant Memorial Room	http://www.npl.lib.va.us/sgm/oldlobby/archive.html
Preservation Alliance of Virginia	http://www.preservationvirginia.org/pav.html?process=0
Preserve Net	http://www.preservenet.cornell.edu/
Virginia Department of Historic Resources	http://www.dhr.virginia.gov/
Virginia Historical Society	http://www.vahistorical.org/
Virginia Landmarks Registers	http://www.dhr.virginia.gov/registers/register.htm