



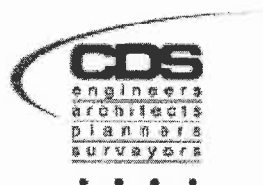
**City of Mason, Ohio
Zoning Code**

**Draft
Downtown Mason Design Guideline Handbook**

Ordinance No. _____
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DOWNTOWN MASON DESIGN GUIDELINE HANDBOOK

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CHAPTER 1 INTRODUCTION

The Downtown Mason Design Guidelines Handbook provides guidance for renovation and redevelopment of properties within the Downtown Mason Overlay District. It is intended for use in conjunction with the Overlay District zoning regulations that were adopted by Mason City Council in the fall of 2005. The goal of the Handbook is to set design standards for the rehabilitation of existing buildings and for development of quality new designs that will encourage the creation of a pedestrian-friendly, vibrant and economically successful central business district. By preserving significant historic buildings, the city of Mason will retain a sense of place and an important link to its past. Encouraging compatible new development within this setting will enliven the downtown and enhance the existing architecture even more.

The Design Guidelines grew from the passage of Mason City Ordinance 2004-70, which created the Downtown Mason Preservation District and established the Design Review Board to review proposals for alteration, demolition and new construction in the district. Over a six-month process in 2005, a Downtown Overlay Steering Committee comprised of local property owners, city officials, downtown representatives and design review board members met regularly to guide development of both the Overlay District zoning amendment and the content of the Design Guidelines Handbook. Public meetings and workshops were held to review these documents with the Mason Planning Commission, Mason City Council, and the public.

The Handbook contents are divided into the following sections: Historical Overview, Historic Building Evaluation, Design Guidelines for Landmark and Contributing Buildings, Design Guidelines for Background and Non-Historic Buildings, Design Guidelines for New Construction, plus an Appendix. Both the Design Review Board and the Planning Commission will use the Guidelines Handbook to review work that is proposed for properties within the boundaries of the Downtown Overlay District (see page __ for a map of the district). The guidelines are written also for the benefit of downtown property owners – to assist each in proposing work that meets the same standards.

An important distinction in this Handbook is made between guidelines written for Landmark and Contributing Buildings and guidelines written for Background and Non-Historic Buildings. The key to this concept is an understanding that Mason's few remaining historic buildings should be treated with sensitivity, so that the community can acknowledge its unique history and build upon its past. The guidelines for Landmark/Contributing Buildings emphasize preservation of historic character, but still allow for additions and modifications to the building. *For Landmark and Contributing Buildings, the additions or changes must be compatible with and complementary to the building's historic character.*

Background and Non-Historic Buildings are treated with more flexibility because they do not retain significant historic character that should be preserved. Instead, the emphasis in

the guidelines for these buildings is to enhance their appearance and blend them successfully into the streetscape. *Additions and modifications to Background and Non-Historic Buildings must be compatible with and complementary to the downtown as a whole.*

1.0 HISTORICAL OVERVIEW

Revolutionary War veteran William Mason founded the city of Mason in 1815, originally naming his settlement “Palmyra.” Additions in 1832 and 1835 enlarged the community beyond the original 16 lots, and the name was changed to Mason to honor its founder (and eliminate a duplicate Palmyra post office name). The village developed as a small farming community that provided a center of commerce and trade for the surrounding agricultural land in Warren County.

The east-west Main Street of Mason attracted the types of uses and services that characterize a small town, including an opera house, fire house and municipal offices, banks, general stores, hardware stores, grocery stores, restaurants, a movie house, doctor’s offices, drug stores and like businesses. The small-town nature of the community meant that commercial and residential buildings were intermingled on the main street, and owners often lived above or adjacent to their businesses. Buildings from the 19th and early 20th centuries included one- and two-story brick or frame buildings that were constructed in Federal, Italianate, and vernacular styles. In 1939, the Art Deco landmark Mason City Hall was built as a project of the Depression-era WPA (Works Progress Administration).



Figure 1.0 West Main Street, looking east from Reading Road, c. late 1800s.



Figure 1.1 West Main Street, looking east from East Street, c. 1900

Transportation has long played a role in Mason's development, as the town is on the Cincinnati and Lebanon Pike, a well-traveled route between those early settlements. With the designation of Main Street and Reading Road as part of the federal route U.S. 42 in _____, the downtown began to attract businesses that were built in response to the increased auto traffic through the community, including service stations and restaurants. Several of the earlier buildings along Main Street were replaced with Post WWII-era one-story buildings from the late 1940s through 1960s, giving portions of downtown Mason a mid-20th century feel. At the end of World War II, Mason remained small with a population of about 1100. Growth during the 1950s and 1960s resulted in a population increase to about 5,700 residents in 1970; Mason was incorporated as a city the following year. Following exponential growth in recent years, the city now covers approximately 11,200 acres and has a population of nearly 25,000 people in 2005.

The downtown remains at the heart of the community today and is a focus for its past, present and future development. Literally and figuratively at a crossroads, downtown Mason will inevitably begin to mirror the growth in the rest of the community. Through the guidance provided by the Overlay District and the Design Guidelines, the historic origins of the community will be preserved and its future enhanced in a positive and complementary way.

2.0 HISTORIC BUILDING EVALUATION

A Historic Building Evaluation was used to identify the buildings in the Downtown Overlay District that are historically or architecturally significant. The purpose of this ranking is to provide the community with a framework for making decisions when it comes to preserving, rehabilitating, or replacing these buildings in the future.

Each building in the district was professionally evaluated in terms of its historic integrity, defining architectural characteristics, and overall contribution to the historic character of downtown Mason. Each building was identified as either a LANDMARK, CONTRIBUTING, BACKGROUND OR NON-HISTORIC BUILDING by a

professional architectural historian. *Please note: These rankings are made from a historic architectural standpoint only, and are not intended to place any other value judgment on these properties.* The following classifications were used in this evaluation (see the appendix for the complete list of buildings):

2.1 Landmark Buildings:

Landmark Buildings have a high level of architectural integrity and historic significance in the community. Landmark buildings are at least 40 years old and retain the defining characteristics of their original construction or architectural style. They may be historically important for their association with important people or events in local history, or architecturally important as an example of a type, style or method of construction from the past.



2.2 Contributing Buildings

Contributing Buildings have a moderate-high level of architectural integrity and historic significance in the community. Contributing buildings are at least 40 years old and retain the defining characteristics of their original construction or architectural style. This group includes buildings that contribute to the historic character of the downtown streetscape.



2.3 Background Buildings

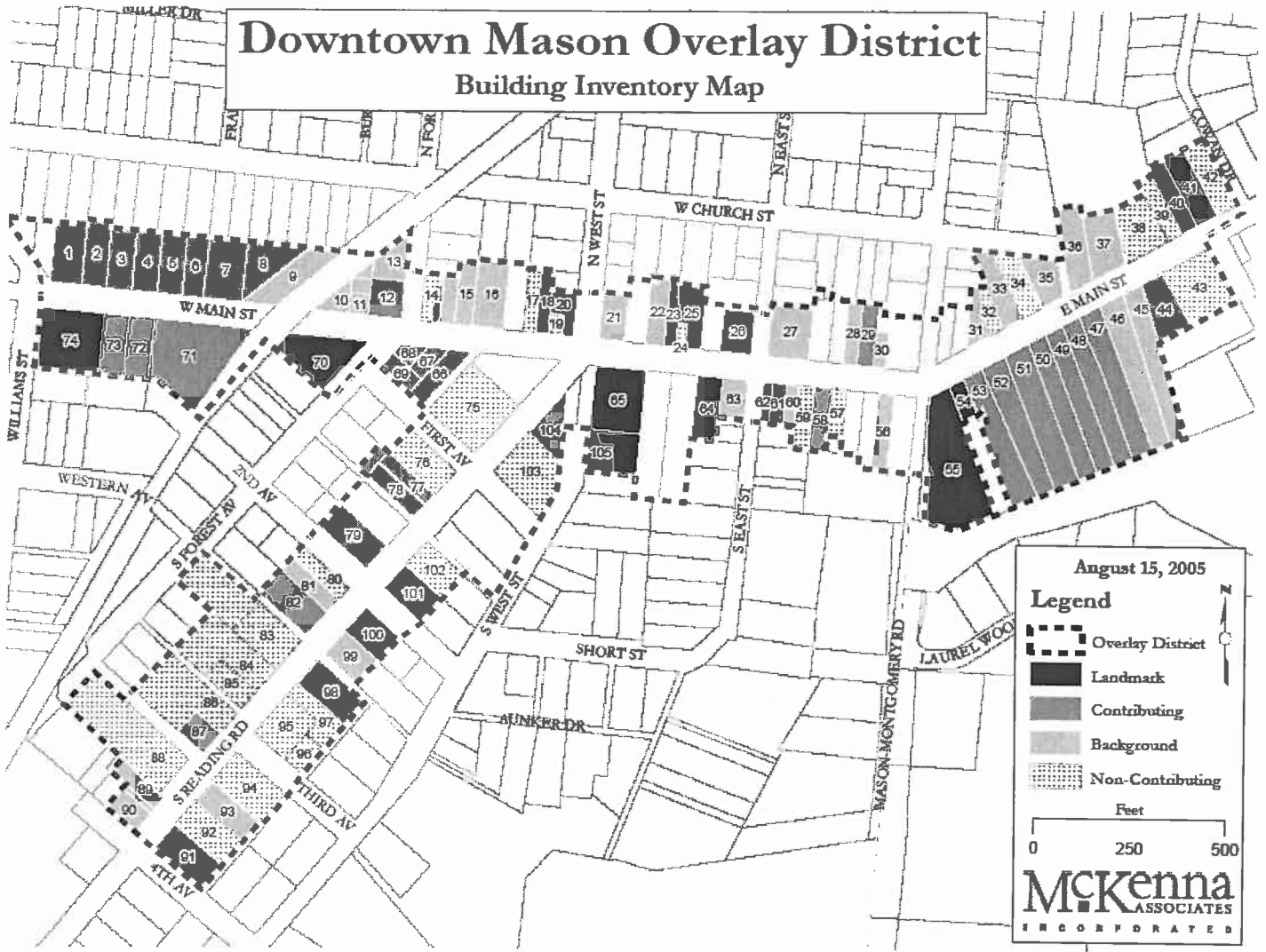
Background Buildings have a low level of architectural integrity and historic significance in the community. Background buildings include structures from all periods of the city's history that form the backdrop for other buildings. If they are more than 40 years old, they may have alterations or exterior changes that diminish their architectural significance.



2.4 Non-Historic Buildings

Non-historic Buildings are buildings that are either examples of newer construction (less than 40 years old) or older buildings that have had major alterations that obliterate any earlier historic or architectural significance.





Map 1 Historic Building Inventory

CHAPTER 2

DESIGN GUIDELINES FOR LANDMARK AND CONTRIBUTING BUILDINGS

The Design Guidelines for Landmark and Contributing Buildings that follow are tailored to the level of significance that is identified for each property through the Historic Building Evaluation discussed in the previous chapter. Guidelines for these buildings are written with the goal of maintaining historic character by identifying ways that historic buildings can be sensitively rehabilitated or enlarged. These guidelines are based upon the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. *Alterations and additions to these buildings must be compatible with and complementary to the historic architecture.*

1.0 SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Mason Design Review Board will base decisions about rehabilitation of these buildings on the Secretary of the Interior's *Standards for Rehabilitation*. These ten standards, listed below, are written to guide all types of rehabilitation projects, involving all types of buildings. The overall message is to be sensitive to the character-defining features of the property in undertaking a preservation or rehabilitation project. Put into practice, the Secretary's *Standards* encourage the following treatments:

- Retain and repair sound older building materials, ornamentation and detail to the greatest extent possible;
- Replace deteriorated historic features to match the originals, using the same materials if possible;
- Make changes that are sensitive to the original character of the building. Some modifications or additions are often needed in rehabilitation, and these can be done without radically changing, obscuring or destroying the character-defining features of the building.

Standard 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.

Standard 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.

Standard 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.

Standard 4 - Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5 - Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Standard 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.

Standard 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.

Standard 8 - Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 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.

Standard 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.

2.0 ARCHITECTURAL ELEMENTS

2.1 Roofs

2.1.1 For replacement of an original or historic roof (when repair won't suffice), the most authentic renovation will duplicate the appearance of the roof by using the same material.

2.1.2 If the historic material is cost-prohibitive, use a substitute that matches the visual qualities of the original. Metal with a "standing seam" appearance is commonly available and widely used today. Some roofing manufacturers produce fiberglass or asphalt shingles that are designed to look like slate or wood shingles. Another option is synthetic slate.

2.1.3 Use appropriate roof colors. Wood shingles were left to weather. Metal roofs were usually painted green, red or silver. Slate is typically gray,

with some examples containing elements of blue or green. Clay tile is most often found in red or green, but could also appear in blue in the mid-20th century. Asphalt shingles should match the overall colors that might have originally been found in the area's roofs, typically earth tone shades of gray or dark brown are best.

- 2.1.4 Avoid making dramatic changes to the roof's appearance by changing the pitch or adding features, such as a tower or cupola, where none existed before.
- 2.1.5 If adding dormers or skylights to provide space or light to an attic story, locate them toward the rear of a building rather than on a visible front roof area.
- 2.1.6 Keep dormers small (one or two windows wide is usually best) and make them proportional in size and shape to the roof's size and shape.
- 2.1.7 Use skylights that are low and rectangular, rather than bubble or tented, unless they are on a high flat roof, where they can't be seen.

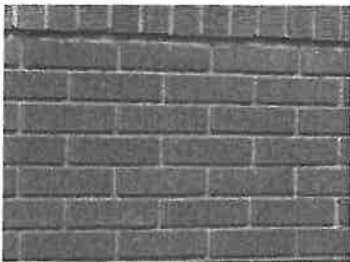
2.2 Masonry



Several of the Landmark and Contributing Buildings are constructed of brick.

- 2.2.1 Avoid painting brick, stone, tile, stucco or molded concrete block, as these unpainted elements have a natural or man-made finish that is important to preserve.
- 2.2.2 Resist the temptation to clean historic masonry, such as brick and stone. Keep in mind that older unpainted brick and stone acquires a "patina" over many years that become part of its character. Cleaning a masonry building is not usually necessary for its preservation, and it can cause harm if not done correctly.

- 2.2.3 If a masonry building is already painted, it may be best to leave it painted. Removing paint from a masonry building can be done, but only after careful evaluation of the masonry and the method to be used. Brick was often painted in the past to hide alterations, and removing the paint exposes mismatched brick or other imperfections. If paint removal is desired, try a test patch first to make sure that the masonry is not damaged in the process – remember that sandblasting or harsh chemicals should not be used.
- 2.2.4 When repointing, match the color and texture of the new mortar to the existing. Mortar gets its color from the sand that is used, so choose sand that is comparable in color and texture to the grain used in the original mortar.
- 2.2.5 Match the width and profile of existing mortar joints. Don't allow mortar to "feather edge" onto the face of the adjacent bricks. Use the same tooling pattern as the original joints.



Brick that has been well maintained.



This 19th century brick has been damaged by improper grinding of joints and sloppy application of mortar.

- 2.2.6 When replacing damaged brick or stone, use brick or stone that matches the existing in color, texture and size. Don't create the mismatched appearance that often caused buildings to be painted in the past.

2.3 Siding and Trim



Original wood siding and trim give this early Mason house a great deal of integrity and character.

- 2.3.1 Preserve original wood siding to the extent possible. If siding is damaged, consider replacing only those boards or pieces that are deteriorated beyond repair.
- 2.3.2 Avoid removing original wood trim features from the building. If a trim piece (such as a bracket or molding) is extremely deteriorated, it can be replaced to match with a new piece that has the same visual appearance. A woodworking shop can duplicate decorative wood elements to match the existing.
- 2.3.3 Don't cover historic buildings with artificial siding. Repair and selective replacement of wood will last longer and improve the value of your property. If your building is already covered with artificial siding, consider removing it to restore its original appearance.
- 2.3.4 Vinyl and aluminum siding are commonly used today to put problems with wood "out of sight, out of mind." In addition to trapping moisture, the primary disadvantage of these materials is the plain and inexpensive appearance they give to buildings that originally had a look of high quality. Siding can be used inappropriately to cover up distinctive features, such as brackets and cornices, hiding the character of the building beneath a bland covering. Ironically, the quality wood material beneath the siding is often in remarkably good condition. (Before and after photos to be added.)

2.4 Windows

- 2.4.1 Maintain historic windows, their hardware and framing to the greatest extent possible.



- 2.4.2 For energy conservation, consider installing storm windows over the historic feature. The storm should fit the opening exactly and offer a full

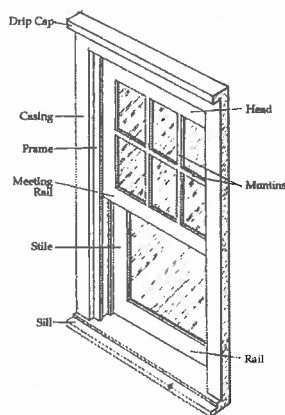
view of the window behind. Make sure that the divisions in storm windows line up with those on the window behind. A good solution is to use a full-view “invisible” storm that fits the opening exactly. Early storms were made of wood, and these can still be ordered or custom made today. Aluminum storms are common, with pre-finished colors to match the door or window.



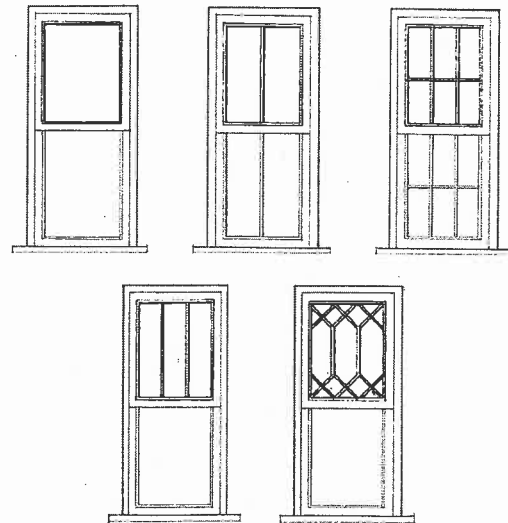
This full view storm window allows the original historic window to be seen.

2.4.3 If original windows are missing, conduct research (old photographs are helpful) to determine the type or style that was used historically. If no evidence exists, choose a replacement that is appropriate for the age and style of the building.

2.4.4 If a deteriorated historic window is being replaced, the new window should replicate the appearance of the old as closely as possible, including number of panes. If the original window has multiple panes (such as 6 lights over 6 lights), then the most authentic choice would be to use true divided lights (separate panes of glass) in the same pattern.



Parts of a historic double-hung window.

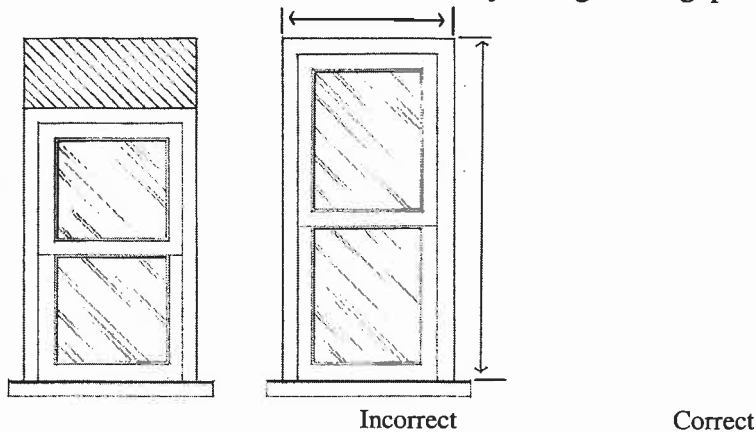


These are examples of typical historic window patterns for double hung windows.

2.4.5 Many companies today sell windows with the appearance of multiple panes of glass created by a grid laid over the window. If this is done,

make sure that the grid's muntins have three dimensions and are not laid flat against the glass or placed between layers of glass. These look fake and actually take away from the historic character of the building.

- 2.4.6 Make sure that replacement windows are sized to fit the opening. In particular, avoid ordering windows that are too small for the opening, and then make them "fit" by filling in the gaps with other materials.



- 2.4.7 The addition of picture windows, projecting bay windows, or greenhouse windows should be limited to the sides or rear of a building. Especially avoid making this type of addition on the main façade.

- 2.4.8 Avoid adding window shutters unless there is some evidence that they were used historically. If they are to be added, the best choice is to use shutters of wood or metal that has the appearance of painted wood. Make sure that the shutter is proportionate to the opening (in other words, if the shutters are closed they would fill the window opening). Avoid adding shutters to doors, as these were not used historically.

2.5 Doors

- 2.5.1 Maintain historic doors, their hardware and framing to the greatest extent possible.
- 2.5.2 For energy conservation, consider installing storm doors over the historic feature. The best storm door is one that shows a full view of the door behind.
- 2.5.3 If original doors are missing, conduct research (old photographs are helpful) to determine the type or style that was used historically. If no evidence exists, choose a replacement that is appropriate for the age and style of the building.

- 2.5.4 Keep original door locations, particularly on the main façade. If interior remodeling or handicapped access means that an entry will no longer be used, leave the door and its features intact on the outside.
- 2.5.5 Retain original entry features such as sidelights and transoms, but don't add them to doorways that never had them. Avoid the temptation to dress up a simple entrance with faux Colonial features or doors that have an abundance of stained or leaded glass.



Examples of intact residential and commercial entrance features in Mason. These entries have been maintained and their historic character is intact.

2.6 Porches

- 2.6.1 Preserve and maintain historic porches, even if the building has changed use or the porch door is no longer the main entrance.



The character of this residential section of East Main Street is enhanced by the porches, many of which still remain today.

- 2.6.2 Make needed repairs and replace those features that are beyond repair with new elements that match the old in size, material and visual character. Unfortunately, some of the stock pieces from lumber stores (balusters and

railings, for example) are poorly proportioned for a historic porch and should be avoided.

- 2.6.3 Avoid using wrought iron posts to replace original wood porch posts, as they wouldn't have been used historically.
- 2.6.4 If parts of the porch are in poor condition or have been replaced, consider replacing those individual elements with new features to match. The best choice is to use the same material as the original (such as wood or brick). However, it may be possible to use substitute materials that match the original features closely (see the section on Contemporary Substitute Materials).



New wood steps have been installed at this East Main Street porch, maintaining its historic character.

- 2.6.5 Keep porches in their open form. Don't enclose a front porch to create a new room addition; limit this type of enclosure to a rear porch that is less visible and important.
- 2.6.6 If an original porch is missing, conduct research to determine how it appeared. Old photographs are most helpful, but you can also look for shadow lines on the building that may show the profile of the roofline or the columns. If the exact design of the original porch isn't known, then it is wise to build a simple wood porch that fits with the overall size and style of the building.
- 2.6.7 If the building never had a front porch, it may be best not to add one. However, there may be cases where a porch can be added to an older building using design and materials that are sympathetic with the original. Keep the design simple to avoid creating a false impression.

2.7 Commercial Upper Facades



- 2.7.1 Keep upper story masonry, wood and metal cornice or parapet treatments intact. Decorative cornices and parapets in downtown Mason are important to preserve. If they are deteriorated, they should be repaired rather than removed.
- 2.7.2 Avoid dressing up a building by adding cornices, brackets, window trim, balconies or bay windows to the upper façade, unless historic photographs or other evidence shows that these features once existed.
- 2.7.3 Keep upper story windows as windows. Avoid blocking them in, even if the upper story is not being used. Make repairs to decorative hoodmolds (treatments over the windows).

2.8 Storefronts

- 2.8.1 Preserve historic storefronts and their original features. Even if only parts of the original storefront remain, use these features to help guide the rehabilitation. Don't allow a few deteriorated elements to be justification for replacing an entire storefront.



An original historic storefront in downtown Mason.

- 2.8.2 Avoid adding features that would not have been used on storefronts historically, such as wood-shingled mansard coverings, novelty sidings, or varnished wood storefronts. If these things have been added over the years, consider removing them to return the storefront to its earlier appearance.
- 2.8.3 Keep traditional storefronts as transparent as possible. Avoid blocking in windows, and consider re-opening any windows that have been blocked in. If window glazing is being replaced, make sure that the new windows are clear glass rather than heavily tinted. (Use awnings for energy conservation; see section below.)

2.8.4 If an original storefront is missing altogether and an incompatible modern front exists in its place, rehabilitation can follow one of these recommendations (placed in order of cost):

- a. Make cosmetic improvements: An incompatible storefront can often be improved with low-cost cosmetic solutions. Painting storefront materials to blend with the building, adding an awning to soften a harsh storefront, or re-opening windows that have been closed up are three low-cost modifications that can enhance overall appearance.



This before and after view shows how a deteriorated storefront can be upgraded with new materials (either wood or aluminum) that restore the traditional appearance of the front.

- b. Build a new storefront design: If no historic photos or physical evidence exists, a new compatible storefront can be designed. The best solutions are those that use a simple and straightforward storefront design that *blends* with the building in terms of form, style and material, but does not pretend to be a historic storefront.
- c. Reconstruct the missing storefront: This is possible when old photographs or physical evidence are used to carefully guide the reconstruction of the historic storefront design. New materials can be substituted for the old, but they should match the appearance of the historic material closely in this scenario.



This new storefront uses traditional forms and abundant glass to present an appropriate storefront in a historic building.

2.9 Awnings and Canopies

- 2.9.1 Preserve historic canopies that are part of the architectural character of a building's façade.
- 2.9.2 Use historic photographs or physical evidence to determine the appearance of a missing canopy feature. Match the replacement to the original appearance as closely as possible.
- 2.9.3 If a new canopy is being added where one did not exist before, use a simple design in wood or metal that reflects the architectural character of the building and the entrance to be covered. Avoid using a mansard-style roof for a canopy, as this is a late 20th century treatment that was not used historically.



Awnings provide a protected area for outdoor seating and add interest and variety to the streetscape.



An example of a traditional fabric awning used on a historic building. Note the simple stripe, triangular shape and loose valance.

- 2.9.4 Awnings can be used to create protection for the pedestrian, to help with environmental control and to add color and interest to the streetscape. Awnings are most appropriate for commercial buildings, and less so for residential buildings, although there are exceptions.
 - a. Materials: Canvas awnings are most appropriate. Avoid using vinyl-coated fabric, aluminum or plastic for awnings as these materials would not have been used historically.
 - b. Shape: Use the traditional triangular awning shape, with either closed or open sides, for locations fronting the street. An awning with a loose valance has a more traditional appearance than one that either has no valance or is fitted to rigid piping. Avoid using bubble or rounded awnings on main facades, as these were not typical and tend to hide important architectural features.

- c. Color and pattern: Traditionally, awnings were either solid color or striped. In choosing a pattern, be guided by the building itself. A striped or bold awning may enhance a plain building, while a more decorative building may require a solid color awning in a subtle shade.
- d. Placement and size: Storefronts and display windows are the most logical places to add an awning. In a traditional storefront, awnings may be placed above or below transom windows (if they exist). Fit window awnings within the window opening so that architectural details are not covered up. Scale the size of the awning to the building.
- e. Number: Let the design of the building determine the number of awnings to be used. A single storefront (without structural divisions) will usually require a single awning. A building with separate windows and doors may need separate awnings that correspond to those divisions.
- f. Signage: Awnings can be used for building signage. Keep the signage simple and used primarily for identification, such as an address or building name. (See the chapter on signage.)

3.0 BUILDING ACCESSIBILITY

When historic buildings are adapted to provide access for people with disabilities, the goal is to provide the highest level of access with the lowest of impact. Below are some tried-and-true recommendations for providing barrier-free access while preserving historic character.

3.1 Lifts and Ramps

- 3.1.1 Place lifts or ramps at side or rear entrances wherever possible.
- 3.1.2 Avoid damaging or covering up a significant architectural feature with a new handicapped access addition.
- 3.1.3 Keep the design of accessibility features as simple and unobtrusive as possible. Simple black-painted metal railings, for example, are usually a good choice because they are more transparent than brick or a wood railing with pickets.



Locate wheelchair ramps at the sides or rear of a building, if possible, and use a design that is simple and transparent, like this metal railing. Landscaping is used at the foundation to enhance the appearance of the ramp.

3.2 Sidewalks

- 3.2.1 At zero-lot line commercial buildings, consider using a warped sidewalk to the front door to avoid using ramps.

4.0 CONTEMPORARY SUBSTITUTE MATERIALS

Materials have been developed in recent years that are marketed as substitutes for historic building materials. While wood remains the best and most appropriate material for windows, doors, siding and trim for historic buildings, there are some products on the market that are a close match for wood and its qualities. Keep in mind, however, that substitute materials should only be used when an original feature is missing or in a severe state of deterioration. The first choice should always be repair, followed by replacement in kind with the same material.

4.1 Recommended Materials

- 4.1.1 Two materials that are recommended as substitutes for painted wood are smooth-finished fiberglass and composite (or cellular) materials. Both should present a smooth finish that can be painted. Fiberglass can be used for doors or to create missing columns for a porch, for example. Siding made of a composite material (Hardieplank is one brand that is currently available) is a close match for wood siding.

(photos will be inserted showing examples of each)

4.2 Recommended Uses

- 4.2.1 Use substitute materials when the original feature is missing or deteriorated and repair is not feasible.

- 4.2.2 Match the dimensions and application of the material (such as siding) to the original.
- 4.2.3 Use substitute materials for additions and new construction, rather than on the original building.

5.0 ADDITIONS

A successful addition to a historic building is dependent on several factors, including design, materials, size and placement. The key is to build an addition that *complements* the older building in terms of design and materials and is *subsidiary* to it in terms of size and placement.

5.1 Design

- 5.1.1. Keep the design of the addition consistent with the form and architectural style of the original structure.
- 5.1.2. The addition can either be contemporary in design or take its design cues from the historic building.
- 5.1.3. Compatibility of design can be achieved through roof pitch, materials, massing, or patterns of windows and door openings. Keep these features similar to the original building.

5.2 Materials

- 5.2.1 Use materials for the addition that are visually compatible with the original structure.
- 5.2.2 Frame construction or smooth stucco may be most appropriate for an addition to a brick building as finding matching brick can be difficult.
- 5.2.3 Frame additions may use composite siding such as Hardieplank, provided that the siding matches the overall appearance and dimensions of the siding on the original building.

5.3 Size

- 5.3.1 Allow the original structure to remain as the primary feature on the property and the addition to be subsidiary to it by keeping the addition's height and roofline lower than the original structure.
- 5.3.2 Provide a visual break between the old and new for a large addition. This can be accomplished by using a transition piece or by stepping the addition back from the wall of the building.

5.4 Placement

- 5.4.1 Locate building additions at the rear or on a side of the structure with low visibility from the street.
- 5.4.2 Place the addition so that it does not cover up or destroy important architectural features of the building.

6.0 ADAPTIVE REUSE OF HISTORIC BUILDINGS

Adaptive reuse occurs when a building that is constructed for one purpose is converted to another use. In the process of changing use, it is important to maintain the original character of the historic building to the extent possible. The most common adaptation of older buildings is conversion from some other use to a commercial function, as when houses become shops or businesses.

- 6.0.1 Respect the original character of the building by maintaining its defining features in the rehabilitation and reuse.
- 6.0.2 If a residence is being converted to a business, avoid making alterations that will make it appear more “commercial” such as creating a larger main entrance or display window.



The use of this historic residence as offices has been accomplished without compromising the original historic or residential character of the building.

- 6.0.3 Use signage to communicate the new use. Keep signs in scale with the building, choosing a style that is compatible with its original use and architectural character. Don't allow signs to cover up or hide important qualities of the original property.

7.0 SIGNAGE FOR HISTORIC BUILDINGS

- 7.0.1 Signage in the Downtown Preservation District must adhere to requirements of the Zoning Overlay.

- 7.0.2 Signs appropriate for historic buildings often take cues from the building itself. Commercial buildings typically have an area above the storefront where a sign can be located. Large display windows also provide an appropriate location for signage.
- 7.0.3 Creative but appropriate use of signage on historic buildings can be used to lend interest and liveliness to the streetscape. Buildings that are architecturally or historically significant, however, should have signs that are somewhat understated to allow the building to be the primary visual element.
- 7.0.4 Projecting, flush-mounted and window signs are appropriate for historic commercial buildings in downtown Mason.
- 7.0.5 Quality of design and materials is important. Metal and wood are traditional materials that are appropriate for historic buildings, while plastic may not be. Keep graphics simple to encourage readability and ease of identification. Symbol signs are especially effective.
- 7.0.6 Choose a sign that is in proper scale with the building, keeping the pedestrian in mind.
- 7.0.7 Color is a matter of personal preference, but avoid using colors that clash with the historic building.
- 7.0.8 Do not use internally illuminated signs, with neon signs being the exception. Other signs should be externally lit with a light source that is placed in a location that does not obscure other features of the building.
- 7.0.9 Roof-mounted signs generally should not be used on historic buildings. An exception might be a one-story building from the 1940s or 1950s where a roof-mounted sign might have existed originally.
- 7.0.10 Residential buildings that are used for commercial purposes should use signs that are appropriate for the residential character of the building (see the section on Adaptive Reuse).

Sign Examples for Historic Buildings



This business successfully uses a combination of a wall sign, projecting sign and awning sign to promote its location and rear parking. The classic design of the signage is complementary to the older building in which it is located.



Sign hanging from a canopy



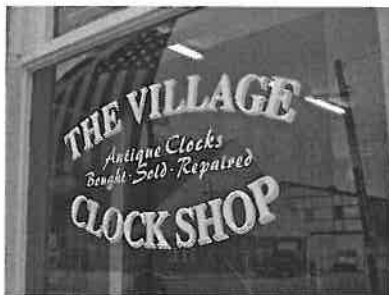
Awning sign at a porch



Symbol Sign/Projecting Sign



Neon Window Sign



Window Sign



Window Sign, located on a door

CHAPTER 3

DESIGN GUIDELINES FOR BACKGROUND AND NON-HISTORIC BUILDINGS

The following guidelines outline treatments that should be considered for buildings that are listed as background or non-historic buildings in the Downtown Mason Overlay District. These buildings may be recent construction, they may have limited architectural significance, or they may have alterations that have diminished their architectural or historic character. Design guidelines for these buildings are less focused on preservation, and more focused on *enhancement*. They should be treated with more flexibility in terms of design and rehabilitation. The goal is to enable them to contribute in a positive way to the character of the downtown.

1.0 GENERAL GUIDELINES

- 1.1 Consider the impact of changes to these buildings on the district as a whole. Carefully consider the placement of new additions, modifications to rooflines, changes in materials and building enhancements in the context of the downtown area and the goals for its revitalization.
- 1.2 Encourage good quality design with quality materials. However, avoid the temptation to give the downtown a particular style by requiring buildings to use the exact same materials, form or design.

2.0 FAÇADE ENHANCEMENTS

- 2.1 Remove later coverings and alterations. If an older building has had coverings applied or alterations made to its façade, consider removing these coverings or reversing these alterations to return the building to a more appropriate appearance. One of the easiest changes to make is to remove artificial siding, an action that can help restore character to the building. More difficult to remove are inappropriate additions or modern fronts, but their modification can enhance the appearance of the building in a significant way.
- 2.2 Use simple treatments such as paint, awnings and signage to enhance a commercial façade. These lower-cost improvements can bring a sense of color and definition to the downtown environment.
- 2.3 Keep the façade design clean and contemporary, rather than attempting to create a historic “style” such as faux Colonial, Spanish, or Victorian. Don’t be tempted to add bric-a-brac or fussy ornamentation to a simple building; it is better to introduce interest through the use of appropriate color and clean lines.



These two simple buildings have been upgraded with cosmetic improvements. The example on the left uses a new transparent storefront in the existing opening, with compatible wall sign and awning. The example on the right takes a non-descript façade and adds paint, awning and patio to create an inviting appearance.

- 2.4 If a non-contributing or background commercial building is to be redeveloped with a new façade, make sure that the new façade uses traditional commercial elements. If the building has a storefront, use glass to create transparency. Make sure that doors and windows follow the regular patterns established in the adjacent area. Keep height and width of the façade in proportion to adjacent buildings.



This former car wash was redeveloped with a completely new façade to house an office and restaurant use. The new design has a parapet façade that takes its cues from older buildings, but does not try to replicate a historic appearance. The storefront is mostly glass, with limited masonry divisions.

3.0 MATERIALS

- 3.1 The use of quality traditional materials is encouraged. For wall surfaces, these include smooth painted wood clapboards and shingles, brick and stone or stucco. Materials such as permastone, rough-sawn siding or shingles, T-111 siding, and plywood should be avoided. For brick, keep color consistent; avoid using multi-colored brick on a single building.
- 3.2 For asphalt shingle roofs, use colors that are compatible with the building and the district as a whole, including dark browns and grays. Standing seam metal roofs, painted in black, green or red, may also be appropriate for the village character of downtown Mason in limited applications.

- 3.3 For building features such as porches, entry columns or roofline parapets, continue to use traditional materials that blend with the building, including wood, brick or stone.
- 3.4 All wood or composite elements should have a smooth painted finish. Natural finish wood is rarely appropriate for a building exterior, and rough-sawn unpainted wood should be avoided altogether in the downtown.

4.0 ADDITIONS

Additions to Background and Non-Historic Buildings should promote the goal of enhancing the character of the building and the downtown as a whole, so that the structure can contribute to the economic vitality and appearance of the downtown.

- 4.1 **Design:** Use a contemporary and simple design for additions to these buildings. One note of caution: If the design of the main building is out-of-sync with the character of the downtown, then the addition should not seek to copy these features.
- 4.2 **Materials:** Use materials for the addition that are compatible with the original structure, again being careful not to copy materials that are inappropriate for the downtown (such as rough-sawn siding, T-111 siding, diagonal siding or permastone). A frame addition can be added to either a masonry or frame building, while brick or stucco should only be used for additions to masonry buildings. Frame additions can use either wood siding or a composite material such as Hardieplank siding. Brick should match the existing as closely as possible.
- 4.3 **Size:** Allow the original structure to remain as the primary feature on the property and the addition to be subsidiary to it by keeping the addition's height and roofline lower than the original structure. If an addition is large, it will be important to provide a visual break between the old and the new. This can be accomplished by using a transition piece or by stepping the addition back from the wall of the building.
- 4.4 **Placement:** Locate building additions at the rear or on a side of the structure with low visibility from the street, unless the addition is intended to become the primary structure. Place the addition so that it does not cover up or destroy important architectural features of the building.

{Photos will be inserted to show appropriate additions}

CHAPTER 4

DESIGN GUIDELINES FOR NEW CONSTRUCTION

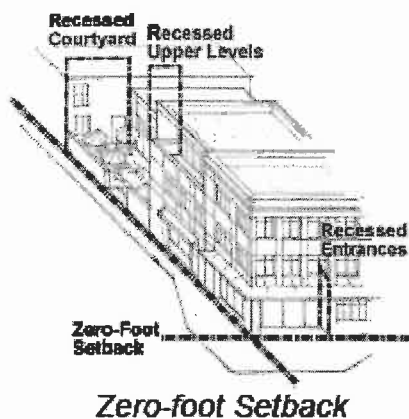
1.0 BUILDING PLACEMENT

A continuous street wall created by an unbroken placement of buildings within block width intervals is desired to create a friendly pedestrian environment and an inviting pedestrian oriented business district. Breaks in the street wall are permitted only in cases designed to aid pedestrian comfort and convenience and vehicular access to collective parking lots.

The public street is the primary place for community interaction and invites pedestrians to linger and enjoy Downtown Mason at a relaxed, comfortable pace. Buildings are the primary elements that frame this downtown pedestrian environment. The physical relationship of buildings to the public street creates a unified pedestrian corridor.

1.1 Front Yard Setback. Buildings shall be constructed to a zero-foot setback (or “build-to” line) from all public streets, except in the following circumstances:

- 1.1.1 The build-to line may be adjusted to ensure a minimum sidewalk width of eight feet is available measured between the edge of curb to the proposed facade.
- 1.1.2 Slight variations in the setback may be allowed at building entrances to architecturally pronounce the location and importance of building entrances to pedestrians.
- 1.1.3 A larger setback is permitted when the resulting area is used as a pedestrian space such as formally landscaped plazas, courtyards and outdoor seating areas for restaurants, cafes and coffee shops. Pedestrian spaces located within the front yard setback must be surrounded on three sides by building walls unless located at a corner.



1.2 Side Yard Setback. Buildings shall be constructed to a zero foot setback (or build-to line) from all side property lines to create a continuous building street wall between blocks, except in the following circumstances.

1.2.1 A formal pedestrian only walkway is provided that connects off-street parking located at the rear of a site to the storefront and sidewalk system located in the street right-of-way. A minimum of six (6) feet and a maximum of (8) eight feet in walkway width is required. The opening shall be framed overhead by an

upper story extending over the walkway. The opening as seen from the street shall be architecturally adorned in a manner compatible with overall street façade.

- 1.2.2 A formal public open space is developed such as a green or town square.
- 1.2.3 One curb cut on Main Street and Reading Road is permitted per block face to promote vehicular access to collective parking lots located in rear yards with Planning Commission approval. The Planning Commission shall consider staff recommendations regarding safety issues and possible restrictions and/or alternatives.

1.3 **Rear Yard Setback.** A rear zero-foot setback (or “build-to” line) is permissive but appropriate accommodations shall be made for dumpsters, mechanical equipment, off-street parking and loading, and onsite storm water management facilities.

1.4 **Special Setback Provisions.** The minimum front and side yard setbacks for properties located on (1) Reading Road from Second Avenue to Fourth Avenue (2) West Main Street from Williams Street to the western property lines of lots adjacent to the Cincinnati Rail Road and (3) the north side of East Main Street from Cowan Drive to 165 feet west of Cowan Drive shall be established by the average front and side yard setbacks of adjoining properties in recognition of the transitional nature of these areas.

2.0 BUILDING MASS AND BULK

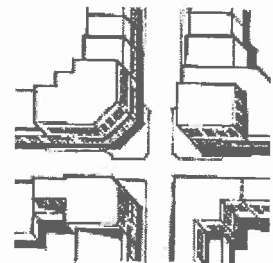
The relative size or mass of a building in relation to adjacent buildings is one of the primary ways to achieve design continuity in Downtown Mason. Buildings of different scale should transition smoothly along a block and larger buildings should anchor major intersections.

2.1 Building Height And Stories

2.1.1 In order to achieve a degree of building scale compatibility, buildings in the Downtown Overly District shall not exceed three stories in height or 45 feet.

2.1.1 Building height deviation of buildings with the same number of stories should be minimized along the block. Buildings with a different number of stories than immediately adjacent buildings shall not deviate by more than one story.

2.1.1 Buildings located at the primary downtown intersections of Main Street and Mason-Montgomery Road and Mason Street and Reading Road shall



Cluster Taller Building at Corner

have a minimum of three stories as required on Map 1. To achieve the intent of 2.2 above, new buildings constructed adjacent to and between the two Downtown Core intersections shall be at least two stories tall as required on Map 1.

- 2.2 **Maximum First Floor Area.** The gross floor area of any single structure or single business space shall not exceed 5,000 square feet on the first floor to keep the scale of new buildings and businesses to a compatible size with existing structures and businesses located in downtown.

3.0 BUILDING ARCHITECTURE

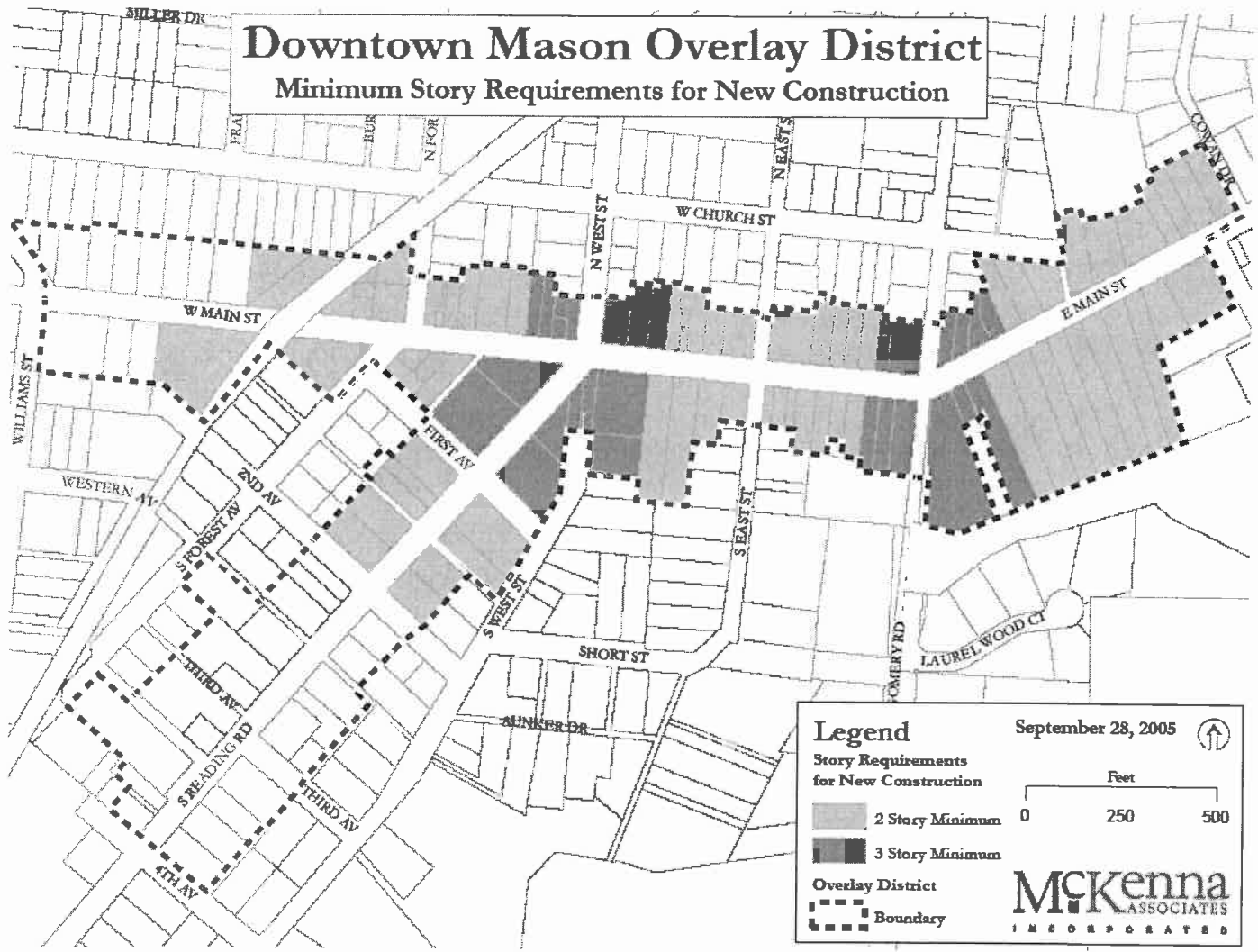
- 3.1 **Franchise Architecture.** No building or addition constructed in the Downtown Overlay District shall be designed with or modeled after franchise or formula based architecture. All buildings constructed in the Downtown Overlay District shall be an original design unique to Downtown Mason and shall meet all requirements of the Mason Zoning Code and the Downtown Mason Design Guideline Handbook. Franchise businesses may advertise corporate logos on permitted building signage.

- 3.2 **Place Defining Architecture.** Development located within a 150-foot radius from the intersection of the centerlines of the two thoroughfare streets shall include two or more of the following focal point features, which shall be visible from the intersection streets:

- 3.2.1 A distinctive design;
- 3.2.2 A vertical architectural feature (e.g., a clock tower, spire, or interesting roof form), not to exceed one additional story in height;
- 3.2.3 Public art or sculpture;
- 3.2.4 Fountains or other water feature;
- 3.2.5 Public plazas or other open space.

- 3.3 **Masonry Facing Materials.** Commercial and mixed use buildings located in Downtown Mason were historically constructed out of masonry, particularly brick. As a way of unifying visual characteristics of the district, the design of newer buildings with dominant masonry materials will continue to build on this visual characteristic.

- 3.3.1 Masonry, consisting of standard size brick, shall be the dominant material for all buildings in the Downtown Overlay District. It shall cover greater than 70% of all exterior building faces exclusive of glazing. Masonry shall not be painted.
- 3.3.2 Materials such as split, burnished, or smooth concrete masonry units, stucco, wood, or metal may be used only to accent the architectural character of the building.



.Map 1 Minimum Story Requirements

3.4 **Fenestration.** All facades visible from the street must be glazed with transparent glass, with the following additional requirements:

- 3.4.1 The ground level shall be transparent with a minimum of 60% clear glass.
- 3.4.2. Upper floors shall have a minimum of 25% and a maximum of 60% clear glass.
- 3.4.3 Butt-joint glazing is prohibited.
- 3.4.4. The use of shutters is discouraged.
- 3.4.5 Glazing on first floor is to occur at two (2) foot above finished floor and should not exceed eight (8) feet in height.
- 3.4.6 Roll downs and security bars over or behind window openings and doors are prohibited.

3.5 **Roof Forms.** The building roof not only provides protection from weather, but also can enhance or detract from the design image of an area. Roof forms should be similar to those found on existing structures. Avoid introducing unusual roof forms into the downtown, such as mansards, that don't already exist.

- 3.5.1 Flat, arched, or slightly sloped roofs (for drainage) are required in the Downtown Core.
- 3.5.2 Decorative parapets shall be incorporated on any façade facing a public street or alleyway when a flat roof is utilized.
- 3.5.3 Sloped roofs, gabled or hipped, may be used in secondary conditions, such as a roof over an outdoor eating area or where free standing commercial buildings are permitted.
- 3.5.3 Mansard or false roofs shall not be used.

3.6 **Building Rhythm and Articulation**

- 3.6.1 Large buildings should be designed to reflect the characteristic rhythm of downtown facades with repetitive use and positioning of building materials that provide discrete bay appearances. The façade can be treated with breaks, indentations, or façade recesses or protrusions that help to break up the mass of the building.
- 3.6.2 Spacing of windows and doors, recesses and protrusions, columns and pilasters or other elements should be consistent with similar buildings in the immediate area.
- 3.6.3 Building proportion is the relationship of width to height. The proportions of a new building should be respectful of the overall proportions in the immediate vicinity. As taller buildings are introduced to the downtown

core, care must be taken to ensure that they are proportionate to the existing structures and not overwhelming in terms of their verticality or horizontality.

- 3.6.4 The size and proportion of window and door openings should be consistent with traditional downtown buildings and similar to those on surrounding facades.
 - 3.6.5 The composition of the building's facade (that is, the organization of its parts) should be similar to those in the surrounding area. For the Downtown Core, the facades should incorporate the traditional commercial building elements of storefront and upper façade.
 - 3.6.6 The ratio of window area to solid wall for new buildings should be consistent with buildings in the surrounding area. While commercial buildings typically have the largest amount of windows as a result of their first floor display space, most single-family homes have a more balanced window and wall ratio.
- 3.7 **Canopies/Awnings.** Canopies or awnings are prominent elements in an active street environment. They provide sun control, protect the store window, add color, and, in some instances, may be used for signage.
- 3.7.1 Awnings, fixed or retractable, shall be made of opaque fabric on a securely mounted metal frame in an angled configuration (sloping up from above the pedestrian walk to the building face) with their lowest point ranging from 7'-6" minimum to 9'-0" maximum.
 - 3.7.2 Arched, barreled, round-top, half-round, box or horizontal awnings shall not be used in this district.
 - 3.7.3 Internally illuminated awnings are prohibited.
 - 3.7.4 Awnings shall be the same color, pattern, and have the same mounting characteristics for a single business. Awnings on a single building shall have a consistent horizontal alignment across the front of the entire building, unless the slope of the pedestrian walk or ground requires a horizontal stagger.
 - 3.7.5 Permanent canopies or marquees may be used at the primary building entry, particularly at places of assembly or restaurants.
 - 3.7.6 To be approved, the design of canopies or marquees shall be consistent with the design theme of the building and the block and have a decorative or ornamental appearance.

- 3.7.7 Awnings shall receive routine and proper maintenance so that they remain free of rips, holes, stains or fading at all times.
- 3.8 **Building Entrances.** A front entrance should be emphasized as a special and unique place on the building's storefront and draw pedestrian traffic into the buildings.
 - 3.8.1 The primary building entrance shall be located on the front building elevation or façade.
 - 3.8.2 Entrances should be recessed, slightly projected or enhanced through color, materials, or special paving treatment. Building entrances shall be inviting and pronounced with lighting; high quality building materials such as stone, brick, glass, or tile; and architectural elements that draw the eye to the opening such as decorative transoms and columns and canopies.
 - 3.8.3 Rear or secondary public entrances should be provided from all public and private parking areas and access alleys. . Glazing and secondary signs, at or near the door, should be incorporated at rear entrances.
- 3.9 **Building Lighting.** Lighting should be incorporated on all building façades facing a public street, alley or on-site parking, to enhance the building's architectural detailing and/or to light the pedestrian walk, alley or parking area.
 - 3.9.1 Building lighting shall be compatible with the building's architectural theme.
 - 3.9.2 Building lights are encourage and should be directed onto the building itself and/or the ground immediately adjacent to it. Light emissions should not be visible above the roofline of the building.
 - 3.9.3 Lighting Standard "wall pack" lighting systems, non-white color lighting, and lighting systems that emit glare are prohibited.

4. SITE ACCESS

Sidewalks and walkways facilitate the movement of people and provide the primary access to buildings in the Downtown Overlay District. The pedestrian walk should remain relatively clear of any obstructions. Automobile access to building sites in this district disrupts the pedestrian environment and shall be minimized.

4.1 Public Sidewalks.

- 4.1.1 A public sidewalk with a minimum width of eight (8) feet is required between the curb and the building façade. At least five (5) feet of

unobstructed pedestrian access is required at all times. The remaining three (3) feet may be used for street furniture and fixtures. The building may be setback sufficiently to provide for the walking surface and optional finish portion.

- 4.1.2 Americans with Disabilities Act standards shall apply.
- 4.1.3 Seasonal pedestrian walk activities and amenities, such as outdoor seating and eating areas, sidewalk sales, and bicycle racks are encouraged, so long as pedestrian access is not hindered.

4.2 **Curb Cuts.**

- 4.2.1 No new curb cuts shall be allowed on Main Street between Reading Road and Mason-Montgomery Road except as permitted in Guideline #1.2.3.
- 4.2.2 Curb cuts on Main Street and Reading Road may be eliminated when an alternative form of vehicular access is provided.
- 4.2.3 Vehicular access to any off-street parking, service or delivery entrances and equipment provided behind buildings shall be provided by an alley or public or private access service road.

5.0 **PARKING**

Parking in the Downtown Overlay District is primarily provided by off-street parking areas located at the rear of development lots. Large parking fields are to be avoided and parking in the front yard is prohibited. It is the intent of this section to require several small parking lots in the Downtown Overlay District that are screened from view and are connected via alleys, access aisles and easements to increase the efficiency of vehicular and pedestrian circulation. The number of required parking spaces is reduced in this section in recognition of Downtown Mason's limited land area availability and in recognition of the City's overarching goal to create a pedestrian orientated business district. On-street parking is required on existing and future streets to serve as a traffic calming device, create a buffer between pedestrian activity and automobile traffic, and to provide quick and convenient access to downtown storefronts.

- 5.1 **On-street Parking.** On-street parking facilities shall be provided on new streets.
- 5.2 **Off-street Parking.** Compliance with Chapter 1175 Off-street Parking and Loading shall apply with the following additional provisions:
 - 5.2.1 **Location.** Off-street parking areas shall be located in rear yards only. Parking lots located in front and side yards are prohibited. On-site parking, if provided, shall be behind the building with access provided by

an alley. These on-site parking areas will be primarily used for employees, services and deliveries utilizing secondary entrances to the building.

5.2.2 **Number.** The number of off-street parking spaces required in Section 1175.5 is reduced by 30% in the Downtown Overlay District.

5.2.3 **Payments in-lieu-of Parking Spaces.** Where it can be demonstrated that the reasonable and practical development of property precludes the provision of required off-street parking, the Planning Commission may permit the requirements thereof to be satisfied in all areas zoned Downtown Overlay District by the payment to the City of a sum equivalent to the estimated cost of planning, acquiring, and construction of parking spaces within the Downtown Overlay District limits. The estimated amount to be determined at the sole discretion of the City Council, which shall set such amount by resolution after review by the City Engineer or his agent.

- a. An off-street parking requirement satisfied in this manner shall run with the land, but any subsequent change in use that requires additional parking shall require compliance with all zoning and subsequent action to satisfy any additional parking requirement including the payment of additional costs as determined by the City Council.
- b. Such payment shall be a condition of site plan or zoning certificate approval and shall be made to the City prior to the issuance of the building permit. No refund of such payment shall be made for any reason including when there is a change to a use requiring less parking.
- c. The amount of payment for each required parking space shall be fixed by resolution adopted from time to time by the City Council.
- d. Funds derived from such payment shall be deposited by the City in a Special Parking Fund that shall be used and expended exclusively for any or all of the following: planning, designing, acquiring, developing, and maintaining off-street parking facilities located, within the City.
- e. An application for permission to make such payment-in-lieu of providing off-street parking shall be made as a part of an application to the Planning Commission for site plan approval or application for zoning certificate approval.

5.3 **Size.** No off-street parking lot area shall exceed 1.5 acres.

- 5.4 **Collective Use of Off-Street Parking.** Off-street parking for separate buildings or uses shall be provided collectively subject to the following:
- 5.4.1. The total number of spaces provided collectively shall not be less than the sum of spaces required for each separate use, unless the operating hours of the building or uses do not overlap, in which case the Planning Commission may reduce the total number of spaces to a number deemed reasonable based on the characteristics of the buildings or uses. Peak hour parking demand of all the various uses shall be determined.
 - 5.4.2. Each building or use served by collective off-street parking shall have direct access to the parking without crossing streets.
 - 5.4.3. The collective off-street parking shall not be located farther than five hundred (500) feet from the building or use being served.
 - 5.4.4. Written easements, which provide for continued use and maintenance of the parking shall be submitted to the City for approval. Access easements will be required across lots that are not required to provide off-street parking.
 - 5.4.5. A parking space reduction may be permitted for collective off-street parking lots if a signed agreement is provided by the property owner, and the Planning Commission determines that the peak usage will occur at different periods of the day.
- 5.5 **Covered Parking.** Parking at grade under a building must be completely enclosed by within a building or wholly screened with walls or landscaped berm.
- 5.6 **Parking Structures.** Parking structures shall be permitted subject to the following standards:
- 5.6.1 Standalone parking structures are prohibited. Parking structures are permitted behind and above storefronts.
 - 5.6.2 Parking structures shall be designed as integral elements of the overall site plan, taking into account the relationship to the principal building and other structures on the site.
 - 5.6.3 Parking structures shall be architecturally consistent with architectural elements of the primary structure including roof lines, façade design, articulation, modulation, and finish materials.

- 5.6.4. Landscaping shall be placed around the parking structure in accordance with an approved landscape plan. Any such landscaping shall be compatible with the overall landscape plan for the entire site.
- 5.7 In parking areas, pedestrian walkways connecting the parking area with primary building entrances, pedestrian-oriented spaces, adjacent streets and adjacent properties should be provided at least every 150 feet. Pedestrian walkways should be delineated by separate paved routes using a variation in paved texture and/or color, and protected from adjacent vehicle circulation areas with landscaping. Approved methods of delineation include: stone, brick or granite pavers; exposed aggregate; or stamped and colored concrete. Paint striping on asphalt as a method of delineation is discouraged.

6.0 SIGNS

No sign shall be erected in the Downtown Overlay District unless it meets the requirements of Section 1187.11 SIGNS IN THE B-1 CENTRAL BUSINESS DISTRICT and the following additional provisions:

- 6.1 **Restaurants and Cafes.** In addition to other signage, restaurants and cafes shall be permitted the following, limited to one (1) sign per business:
- 6.1.1 A wall-mounted display featuring the actual menu as used at the dining table, to be contained within a shallow wood or metal case, and clearly visible through a glass front. The display case shall be attached to the building wall, next to the main entrance, at a height of approximately five (5) feet, shall not exceed a total area of two (2) square feet, and may be lighted.
- 6.1.2 A sandwich board sign, as follows:
- 1) The area of the signboard, single-sided, shall not exceed five (5) square feet.
 - 2) The signboard shall be constructed of wood, chalkboard or finished metal.
 - 3) Letters may be painted or handwritten.
 - 4) The sign shall be located within four (4) feet of the main entrance to the business and its location shall not interfere with pedestrian or vehicular circulation.
 - 5) The information displayed shall be limited to daily specials and hours of operation.
 - 6) The sign shall be removed at the end of the business day.
- 6.2 **Multi-tenant Directory Sign.** In addition to other signage, one directory sign shall be permitted at the main entrance of multi-tenant building, serving multiple businesses, that displays the name and suite number of each business or commercial establishment.

- 6.2.1 Individual letters and/rows of text shall not exceed one inch in height.
 - 6.2.2 The total directory sign area shall not exceed 6 square feet.
 - 6.2.3 The sign material must have a professional appearance and be made of cast metal or other approved durable material.
- 6.3 **Placement.** Signs should not obscure architectural features; instead, their design should be integrated with the design of the building.
- 6.3.1 Signs shall fit within the existing façade features, shall be confined to signable areas, and shall not interfere with door and window openings, conceal architectural details, or obscure the composition of the façade.
 - 6.3.2 Signs should be mounted in locations that respect the design of a building, including the arrangement of bays and openings.
 - 6.3.3 Wall-mounted signs on friezes, lintels, spandrels, and fascias over storefront windows should be sized to fit within these surfaces and not extend above, below or beyond them. Typically, a wall-mounted sign should be centered on a horizontal surface over a storefront opening.
- 6.4 **Sign Design Creativity.** Imaginative and innovative sign designs are considered a community enhancement. Thus, signs should make a positive contribution to the surrounding environment, as well as help identify and define the Downtown Overlay District.
- 6.4.1 Creative, detailed, artistic and unique signage is encouraged and will be considered in the context of the building on which the sign will be located, surrounding uses, sign design (color, materials, scale, detailing), and appropriateness in meeting and reinforcing the goals and purposes of the district.
 - 6.4.2 The use of icons, symbols, graphic logos or designs that represent a service, occupation or product are preferable to standardized corporate logos.
 - 6.4.3 Sign should convey one message only in the simplest manner possible.
- 6.5 **Additional exempt signs.** The following are exempt, and not counted in the application of the guidelines in this district:
- 6.5.1 Cornerstones stating the name and date of a building and incorporated into the building design as an architectural feature.
 - 6.5.2 One non-governmental flag is permitted for every 15 feet of building frontage provided that no flag is greater than 6 square feet in area.

7.0 LANDSCAPING

Private landscaping and streetscape elements provide a seamless transition from the public realm to private businesses. Landscaping should enhance the pedestrian experience in terms of comfort, aesthetics, safety, and shelter from the elements. Landscaping may also minimize the visual impact of visual voids or serve as a transition between uses within or adjacent to the Downtown Overlay District. There are instances when landscape elements are required, as indicated below.

- 7.1 Private landscaping elements shall be consistent with public streetscape plants and materials used in this district.
- 7.2 Seasonal amenities such as portable planters, street trees or other landscaping are encouraged, so long as pedestrian movement is not hindered, according to Guideline # 4.1.1.
- 7.3 Any off-street parking area that directly abuts a pedestrian walkway or public or private street or alley or residential property shall incorporate a five (5) foot wide landscape buffer along the perimeter of the parking lot.
- 7.4 Landscaping shall include combinations of ground cover, seasonal color, trees, hedges, berms, ornamental fencing and decorative masonry walls.
 - 7.4.1 The wall, fence, and/or landscape element shall be continuous, except for the pedestrian and vehicle entrance. A minimum 5 foot pedestrian entrance and 12 foot vehicle entrance is required.
 - 7.4.2 The wall or fencing should be transparent, such as wrought iron ornamental fencing with masonry pylons terminating the fencing at each end or corner of the parking area or a combination of masonry wall topped with wrought iron fencing. Landscape elements shall be of a density that prevents penetration of pedestrians.
 - 7.4.3 The wall or fencing shall include architectural features in the design that reflect the architectural theme of the adjacent building.
 - 7.4.4 No opaque wall, fence, or hedge shall be over three (3) feet high.
 - 7.4.5 Wood and chain link fences are prohibited.
- 7.5 All off-street parking areas shall be required to provide internal landscaping in an aesthetic manner that also functionally delineates internal vehicle circulation and accommodates pedestrian movement through the parking area. Landscaping shall receive adequate and routine maintenance to ensure the survivability of the plantings, and should provide irrigation systems.

- 7.6 One tree shall be planted for every 200 square feet of buffer yard and internal landscaping required by Guideline #7.3 and Guideline #7.5.
- 7.7 The standards of this section shall govern over the City of Mason Landscaping and Street Tree Ordinance requirements for Perimeter Landscaping Requirements, Interior Landscaping for Vehicular Use Areas, and Interior Landscaping Requirements. All other requirements of the Landscaping and Street Tree Ordinance shall apply including landscape plan review and approval by Planning Commission. However, the Planning Commission may establish reasonable landscaping requirements on a case by case basis when a unique situation exists.

8.0 EQUIPMENT PLACEMENT AND SCREENING.

Equipment that is needed to support common business operations may be integrated into the building design as long as such items can be screened from the public realm.

- 8.1 **Location.** Mechanical equipment such as transformers, compressors, HVAC systems, chillers and communications equipment shall be located on the top or rear of buildings and appropriately screened from pedestrians and adjacent property.
- 8.2 **Screening.** Ground mounted or wall mounted equipment shall be screened with planting beds, evergreen plantings or low masonry screen wall, or any combination thereof. Roof mounted equipment shall be screened from public view and from adjacent property. The screening treatment shall be integrated with the overall building design with the use of complementary materials, colors and architectural style of the building.
- 8.3 Window air-conditioning units shall not be allowed on any building wall visible from a public street.
- 8.4 Pipes, conduit, and cables are limited to the back façade of buildings if conditions do not allow for them to be enclosed within the building itself. They shall be located as far away from public view as practical.
- 8.5 Exterior stairs (if any) shall be located to a rear or secondary side of a building to minimize the visibility of the stairs.
- 8.6 Trash receptacles shall be located in rear yards only and be completely screened with evergreen landscaping, an opaque fence, a masonry wall, or a combination thereof.

9.0 DRIVE THROUGH FACILITIES

Drive through facilities are auto-orientated uses that detract from the pedestrian friendly and human scale environment planned in the Downtown Overlay District. However, in recognition of the need to balance business interests with overall downtown revitalization goals, drive through facilities are permitted in limited circumstances when all of the following requirements are satisfied.

- 9.1 Ingress and Egress to the Drive through shall not be provided directly from Main Street or Reading Road.
- 9.2 In no circumstances shall a new curb cut be approved to provide access to a drive through facility.
- 9.3 Drive through facilities shall be located at the rear of buildings only and must be completely screened from Main Street and Reading Road.
- 9.4 Only one stacking lane is permitted.
- 9.5 Ingress and egress to any drive through facility shall not interfere or conflict with on- or off-site pedestrian or vehicular circulation.

SITE LIGHTING

- 10.1 All public and quasi-public areas should be lighted to ensure pedestrian safety and security in parking lots, walkways and sidewalks.
- 10.2 Lighting should be provided at consistent levels, with gradual transitions between maximum and minimum levels of lighting and between lit areas and unlit areas. Highly contrasting pools of light and dark areas shall be avoided.
- 10.3 Parking lot lighting fixtures should be non-glare and mounted no more than twenty (20) feet above parking lot grade.
- 10.4 All fixtures over ten (10) feet in height shall be shielded to avoid light spillage and night glow.
- 10.5 Decorative, pedestrian-scaled lighting is encouraged in areas of pedestrian activity.

11.0 OPEN SPACES

- 11.1 **Courtyards and Plazas.** Exterior public and semi-public spaces, such as courtyards or plazas, shall be designed for function, to enhance surrounding buildings and provide amenities for users, in the form of textured paving, landscaping, lighting, street trees, benches, trash receptacles and other items of street furniture, as appropriate. Courtyards and plazas shall have recognizable edges defined on at least three sides by buildings, walls,

elements of landscaping, and elements of street furniture, in order to create a strong sense of enclosure.

- 11.2 **Downtown Park.** Any park proposed in the downtown must be of exceptional quality to serve as a desired community icon and focal point. A downtown park provides area for relaxation and socialization in dense urban environments. It is also the location where several social and civic orientated activities take place such as holiday displays, assemblies, and other programmed activities. Parks should be accessible by walking, biking and driving and should be visible from the street. Scale and size is important. Too large the park will disrupt the urban pattern and seem out of scale; too small the park will not be able to perform its civic duties. Formal seating and planting arrangements, interesting landscaping, water features, sculpture and well defined walkways define the best downtown parks.

CHAPTER 5

GUIDELINES FOR MAINTENANCE AND REPAIR

All buildings in downtown Mason require maintenance. If neglected, any building – regardless of age – will begin to show signs of decline and instability. We are all familiar with the outward signs of neglect, including missing shingles, leaky gutters and broken downspouts, deteriorated brick, peeling paint, or rotted wood. Left untreated, these problems can lead to structural or foundation damage that can be expensive to repair or, even worse, can result in the loss of the property.

The goal of a good maintenance program is to keep the building's elements in good working order so that each can function to shed water and maintain structural stability. Water or moisture problems have an extremely damaging impact on building materials, so the best guidance is to take steps to keep water out and moisture away.

Each building owner should adopt a cyclical maintenance program with these goals:

1. Establish a regular inspection and maintenance routine for your building. The goal is to identify calendar months in which inspection and repairs will occur.
2. Identify problems early. Regular inspection will help you to see where deterioration is occurring and take steps before it is too late.
3. Establish priorities for spending dollars. If there are limited funds for repair, the inspection will tell you where to concentrate your repairs.
4. Keep water out and moisture away from the building. Always seek to identify the source of water getting into the building and solve that problem first before making other repairs. (In other words, if have water stain on the ceiling, fix the problem outside before making cosmetic improvements to the inside.)

1.0 Inspection Checklist

Use the following inspection checklist to evaluate your building and its condition:

- Roof: Inspect every 6 months
Look for:
 - Missing slates, shingles or tiles
 - Tears, holes or blisters in the roof materials
 - Split seams or rust on metal roofs
 - Sagging ridge line
 - Flashing pulled away or missing at ridges and valleys
- Gutters and Downspouts: Inspect every 3 months
Look for:
 - Clogs (watch during a heavy rain)
 - Loose or sagging gutters
 - Gutters sloped the wrong way (should slope *toward* the downspout)
 - Broken seams in gutters or downspouts

- Downspouts broken off at the foundation
- Masonry: Inspect every 6 months
Look for:
 - Loose or missing mortar
 - Cracks in the masonry or mortar joints
 - Growth of moss or green stain on masonry (moisture problem)
 - Blistering or peeling paint (moisture problem)
 - Bulging walls (structural problem)
 - Exterior Wood Siding and Trim: Inspect every 6 months
Look for:
 - Blistering and peeling paint
 - Growth of moss or green stain on wood (moisture problem)
 - Cracks or warps in wood boards
 - Rotted wood (Probe the wood with a sharp instrument like a pocketknife or pick – the wood should resist penetration; if it crumbles then damage has occurred.)
 - Foundation: Inspect every 12 months
Look for:
 - Cracks in foundation wall (watch over several months to see if it is active)
 - Tilting or leaning foundation walls
 - Loose or crumbling mortar
 - Growth of moss or green stain (moisture problem)
 - Wet or damp basements (poor foundation drainage)
 - Windows and Doors: Inspect every 6 months
Look for:
 - Cracks in caulking around window and door frames
 - Loose panes of glass or gaps in glazing putty
 - Broken sash cords or other hardware
 - Cracks, warps or decayed wood in window sash or frame
 - Cracks, decayed wood or warps in exterior doors
 - Ornamentation: Inspect every 6 months
Look for:
 - Blistering, cracking or peeling paint
 - Excessive layers of paint which obscure features
 - Cracks, dents, hollows or missing pieces
 - Rust, corrosion or holes in metal
 - Chipped plaster, terra cotta or stone
 - Deteriorated wood

- Porches: Inspect every 6 months
Look for:
 - Wood floor boards that buckle or are rotted
 - Decay at base of wood columns
 - Damp or musty smell caused by lack of ventilation beneath the porch
 - Stained or deteriorated ceiling (roof leaks or porch is pulling away)

- Storefronts: Inspect every 6 months
Look for:
 - Deteriorated wood, metal, brick or stone materials
 - Blistering, cracking or peeling paint
 - Broken glass in windows, doors and transoms
 - Missing features

2.0 Roofs

A weather-tight roof is essential because it performs the critical task of shedding water and providing protection from outside elements. A properly working roof and gutter/downspout system is a building's best defense against the damaging effects of water.

- 2.1.1 Replace shingles or tiles that are missing or broken so that water does not penetrate the roof surface. Individual shingles are relatively easy to replace, but make sure that they match the appearance of the existing as closely as possible.

- 2.1.2 Repair minor damage to metal roofs by sanding off rust and patching small holes with a compatible metal. If the roof is extremely pitted or the holes are large, then the material may need to be replaced. Tin-plated or galvanized iron roofs should be kept well painted with an oil-based iron oxide paint, while copper should be left to weather.

- 2.1.3 Avoid covering any historic roof material with tar or asphalt coatings because this treatment can lead to deterioration of the material below.

- 2.1.4 When re-roofing, avoid placing the new covering over the existing roof, as this can add additional weight to the roof structure and make future leaks hard to detect.

- 2.1.5 Keep roof flashing at ridges, valleys and chimneys in good condition, making repairs or replacing flashing to keep water from penetrating the roof. Paint metal flashing (tinner's red or gray were common); allow copper to weather.

3.0 Gutters and Downspouts

The role of gutters is to collect water as it drains from the roof and channel it to downspouts, which then send the runoff to the ground or to an underground drainage system. When the gutter fails to work, water is allowed to seep into the cornice and roof rafter ends. From there, it moves across ceilings or down walls, often showing up as mildew or stains inside the building. Poor drainage at the ground can lead to moisture at the foundation or wet basements.

The type and style of gutters is important to the building, both for function and appearance. The four primary gutter types are box gutters, stop gutters, half-round hanging gutters, and ogee hanging gutters. Buildings from the 19th and early 20th centuries often had box or stop gutters, made of wood and lined with sheet metal, that were built into the design of the roof edge or cornice. Hanging or suspended gutters are most common today. Made of copper, galvanized steel or aluminum, these are hung from the fascia board by straps or spikes.

- 3.1 Repair wood box or stop gutters, replacing deteriorated elements with new wood. If needed, reline the gutter with either sheet metal (painted on both sides as a protection) or a flexible rubber membrane. All joints should be carefully sealed. Avoid using an asphalt-based coating inside the gutter, as this tends to hold moisture and can lead to deterioration of the material below.
- 3.2 Repair or replace hanging gutters as needed, making sure that the appropriate gutter type (half-round or ogee) is used for the building's eaves. Existing gutters can be reused but may need to be patched or realigned to create the proper slope to the downspout.
- 3.3 Keep metal gutters and downspouts painted (blending the color with nearby wall surfaces) unless the metal is copper, which should be allowed to weather naturally.

4.0 Masonry Walls

Masonry includes brick, stone, glazed tile or terra cotta, stucco, concrete block and pre-cast concrete. While these can be very durable materials, they can deteriorate quickly if not well maintained. Water can penetrate into joints that are not properly "pointed" with mortar, causing a host of problems with the exterior and interior walls. In addition, cleaning or painting of masonry is often one of the first things that a property owner decides to do, but it is not always necessary for the long-term care of the building.

- 4.1 If your building inspection reveals that masonry walls have moisture problems (efflorescence, mildew and mold are indicators), always eliminate the source of the excess water first before deciding on any other treatment. Usually, the wall will begin to dry out and the problem will clear up by itself. Waterproofing or sealants are rarely recommended.

- 4.2 Repoint areas where mortar between masonry units is crumbling or missing altogether, to keep water from getting into the building. Old mortars from the 19th century are soft, comprised of sand and lime. A replacement mortar that is too hard will not give sufficiently when masonry units expand or contract with changes in temperature, and the result will be brick that is cracked or losing its outer face (spalled brick). A recommended mortar mix for older buildings in the district is 12 parts sand, 4 parts hydrated lime, and 1 part white Portland cement. Choose sand that is the color and texture of the original mortar for a good match, and make sure that the mortar is not smeared on the face of the brick.
- 4.3 Use only the gentlest methods to clean older buildings. Don't use abrasive methods such as sand blasting as these can damage the material and cause further deterioration. Mild chemical cleaners promote removal of the dirt, followed by low-pressure water wash of 300 pounds per square inch (PSI) or less.
- 4.4 Repair deteriorated stucco or concrete by removing loose material and patching with new stucco that matches the existing closely in color and texture.

5.0 Foundations

The stability and safety of a building is dependent on a sound foundation. The foundation provides support for the structure, evenly distributes the weight of the various building elements, transmits the building load to the ground, and raises the building structure above the ground so that it does not come into contact with damp soil and insects.

- 5.1 Make sure that the building's drainage system is working to shed water away from the foundation. The downspout must drain into the "boot" for the underground drain, onto a splash block or use an "elbow" to send water away from the foundation.
- 5.2 Slope ground at the foundation away from the building so that water will drain properly. Keep foundation plantings several inches from the building so that air can circulate and moisture is not trapped at the foundation walls.
- 5.3 Repoint any deteriorated mortar joints in the foundation wall to close gaps where water can penetrate.
- 5.4 Maintain ventilation at the foundation walls. Keep ventilation openings at basements or crawl spaces unobstructed. Avoid blocking in basement windows for the same reason.

- 5.5 Avoid covering foundations with a sealant or waterproof plaster coating (known as parging), as these can trap moisture in the basement wall, leading to deterioration.
- 5.6 Avoid cutting new openings into foundation walls without consulting a structural engineer to ensure that proper support is maintained when the openings are made.
- 5.7 If an inspection reveals a structural problem with the foundation, seek professional help from an engineer or foundation contractor before making repairs.

6.0 Wood Siding and Trim

Keeping original wood siding and trim in good repair is critical to prolonging the life of any building. Again, too much moisture can cause harm to wood, causing problems that include rot, warping and insect infestation. Peeling, blistering or cracking paint can indicate a moisture problem, but it doesn't necessarily mean that the wood beneath the paint is unsound. Wood siding and trim will last indefinitely if well maintained, needing only minor repairs and repainting.

- 6.1 Make sure that the building has proper drainage so that water does not accumulate, stand on, or splash on wood features. Always address the source of a moisture problem and allow the wood to dry out before repairing or repainting the wood.
- 6.2 Keep all wood surfaces primed and painted, as paint provides an important protective layer. Paint adheres best to wood that has been carefully scraped and sanded to the next sound layer of paint. Most buildings need to be repainted every 5-8 years; consider painting different sides of the building on a rotating basis to save yearly costs.
- 6.3 Make repairs to wood siding where cracks or warps exist. If an area of wood siding is severely decayed and cannot be repaired, then it is best to replace only those boards that are damaged. New wood boards or trim pieces should be of the exact same dimensions and appearance as the original boards.
- 6.4 Make repairs to areas of wood trim where minor deterioration has occurred. Methods include patching, piecing in, reinforcing or consolidating the wood using recognized preservation methods.
- 6.5 Avoid using artificial siding to cover wood, keeping deterioration "out of sight, out of mind." The covering will not solve the problem but instead may make the problem worse by trapping moisture underneath.

7.0 Doors and Windows

Through their materials and style, doors and windows are important elements of a building's architectural character. They are also a critical part of the building envelope since they represent a point of entry for weather and deteriorating elements. Maintenance and repair of these historic features is important for the long-term preservation of a building and its historic authenticity.

Doors:

- 7.1 Repair minor problems of wood doors by patching, piecing in, reinforcing or consolidating deteriorated elements.
- 7.2 When repairing an older wood door and frame, replace deteriorated individual pieces with new wood to match the appearance of the original. For example, a good carpenter can re-work a damaged door, replacing individual panels to match the existing. A deteriorated sill or frame can be replaced with new that matches the existing.
- 7.3 Keep wood doors painted to provide protection for the wood. Sand the wood to create a smooth finish, prime and paint the door. Avoid removing paint from a door unless you are sure that it was originally a varnished door.
- 7.4 Keep storefront doors, their glass and hardware in good condition. As with wood, protect metal doors from water penetration by ensuring that the building's drainage system works properly.

Windows

- 7.5 Guard against water penetrating the window opening. If needed, re-caulk the edges of the window frame to create a tight seal. Slope the exterior window sill away from the building so that water drains away. Re-glaze windows if needed, adding new putty to windowpanes that have become loose. Keep wood and metal windows painted.
- 7.6 If elements of historic wood windows show minor signs of decay, stabilize the window by patching, piecing in, reinforcing and consolidating the existing wood.
- 7.7 Consider replacing only those parts of the window that are damaged or severely deteriorated. For historic wood windows, a woodworking shop can mill new pieces to match the dimensions and appearance of the original. If glass panes are cracked or missing, new glass can be installed.

8.0 Porches

Porches are subject to weathering and, if poorly maintained, can be among the first features of a building to show deterioration. They are frequently made of wood, or a combination of wood and masonry.

- 8.1 Keep the porch roof in sound condition and make sure that water is draining properly to the ground and away from the porch foundation. Most porches will have gutters like the main building, including box gutters and suspended gutters. Some porches have no gutters, with wide eaves that shed water away.
- 8.2 Repair wood elements by piecing in, patching, reinforcing and consolidating, using accepted preservation treatments. Make repairs to posts, columns and railings rather than removing these important features.
- 8.3 Keep wood painted. Hand-scrape porch elements down to the next sound layer of paint before repainting.
- 8.4 Ventilate the base of wood porches, using wood lattice that allows air to circulate under the porch but keeps animals out. Repair wood flooring by replacing individual boards; keep wood flooring painted.
- 8.5 Carefully repoint any areas of masonry porches, including the foundation, where deteriorated mortar or open joints are evident. For historic masonry, use the recommended mortar mix identified in masonry, above.

9.0 Storefronts

The storefront has evolved over time, but its main purpose – to provide space for merchandising and advertising the commercial offerings – has remained constant. Storefront materials in Mason include traditional wood, masonry, aluminum and stainless steel. Maintaining these materials is important for the business as well as the longevity of the building.

- 9.1 First, identify whether parts of a historic storefront are intact. If necessary, peel away coverings that have been added over time to find out what's hiding underneath.
- 9.2 Determine what types of materials exist, including wood, cast iron or metal, masonry, tile and glass, and evaluate their condition.
- 9.3 Make needed repairs to wood, metal, masonry, tile or glass elements of the storefront following accepted preservation practices. Often, the only problem with a storefront is that it is paint-encrusted and in need of basic repair and repainting.

- 9.4 If individual storefront features -- such as a transom window, a bulkhead panel or a decorative bracket – are too deteriorated to repair, the first choice is to replace them to match the originals in appearance.

10.0 Awnings and Canopies

Awnings and canopies may not be appropriate for every building, but they can serve important functions of shelter and climate control. Fabric awnings are periodically replaced as they wear out, but properly maintained fixed canopies can be preserved and repaired for continued use.

- 10.1 Repair and reuse retractable awning hardware, if possible. While most new awnings today are fixed on frames, the ability to retract and lower awnings can still be advantageous today.
- 10.2 Maintain fabric awnings on a regular basis. If the awning is removed for storage each winter, make any necessary repairs to the canvas or frame at that time. Wash and waterproof the fabric once every 3-4 years; and replace as the fabric breaks down over time.
- 10.3 Make needed repairs to historic canopies, keeping wood painted and ensuring that metal is sound. Make sure that supporting mechanisms are adequately attached to the building.

Preservation and Rehabilitation Guidelines

Glossary of Terms (preliminary, check all for appearance in handbook)

Baluster: Vertical member, usually of wood, which supports the railing of a porch or the handrail of a stairway.

Balustrade: Railing or parapet consisting of a handrail on balusters; sometimes also includes a bottom rail.

Bargeboard: A board, often decoratively carved or cut out, which hangs from the projecting edge of a roof at the gable.

Bay: 1) A spatial structural unit of a building facade; 2) A structure protruding out from a wall.

Bulkhead: In commercial buildings, the area below the display windows, at the sidewalk level.

Bracket: A projecting member, often decorative, which supports an overhanging element such as a cornice.

Casement: A type of window with side hinges and a sash that swings outward.

Clapboard: Large wood boards which taper slightly (they are a type of beveled siding) so they overlap and lie flat; applied horizontally on buildings of frame construction.

Column: A supporting post found on storefronts, porches, and balconies; may be fluted or smooth.

Corbel: A bracket form produced by courses of wood or masonry which extend in successive stages from the wall surface.

Corner board: A board used to cover the exposed ends of wood siding to give a finished appearance and make the building watertight.

Cornice: The projecting uppermost portion of a wall, often treated in a decorative manner with brackets.

Cresting: Highly ornamental trim, usually cast and/or wrought iron, which is attached to a roof ridge, a wall, or a canopy.

Dentil: One of a row of small blocks used as part of a decoration in a frieze or cornice.

Dormer: A structural extension of a building's roof intended to provide light and headroom in an attic space; usually contains a window or windows on its vertical face.

Double-hung: A window with two balanced sashes, with one sliding over the other vertically to open.

Drip Edge: A projection at the lower edge of a vertical surface with an undercut edge to drip rainwater away from the building.

Dry Rot: A fungus infection that destroys the structural strength of wood. Contrary to its name, excessive moisture creates the right conditions for its growth.

Eaves: The lower portion of the sloping surface of a roof, especially the part that overhangs the building's wall.

Facade: The "face" of the building; usually refers to the main side of the building, though it can be applied to all sides.

Fanlight: A semi-elliptical design used over doors and in gables as a window, or for ventilation (when it is louvered), or as decoration. If there is no window it called a "fan."

Fascia: A flat horizontal wooden member used as a facing at the ends of roof rafters or in the cornice area.

Flashing: Flat metal or other material that is used to keep water from penetrating the joint between different surfaces and materials such as around the chimney on a roof.

Flemish Bond: In brickwork, a bond in which each course consists of "headers" and "stretchers" laid alternately; the header (short end of the brick) is centered with respect to the stretcher (long end of the brick) above and the stretcher below.

Frieze: Long narrow panel on a wall, used chiefly for decoration, found just below the point where the wall surface meets the building's roof.

Gable: The "end" as opposed to the "side" of a building. The most common gable is triangular in shape, consisting of the area of wall defined by the sloping roof. A gambrel or double-pitch roof forms a non-triangular gable.

Hoodmold: Decorative, projecting element placed over a window; may extend down the sides of a window as well as surround the top.

In-Kind: Replacement of one element of a building with another of the same material, design, size, and appearance.

Lintel: Horizontal structural element at the top of a window or door; in masonry walls, may be of wood, stone or metal.

Modillion: A horizontal bracket or scroll that appears at the porch or building cornice. Known as a block modillion when in the form of a flat block, sometimes confused with dentils.

Mullion: A wooden vertical piece that divides window sash, doors or panels set close together in a series.

Muntin: The wooden pieces that make up the small subdivisions in a multiple-pane glass window.

Parapet: The portion of an exterior wall which rises entirely above the roof, usually in the form of a low retaining wall; the parapet may be shaped or stepped.

Pediment: The triangular face of a roof gable; or a gable that is used in porches, or as decoration over windows, doors, and dormers.

Pilaster: A flat pier which is attached to the surface of the wall and has a slight projection; the pier may be given a base and cap, and may be smooth or fluted.

Portico: An entrance porch, usually supported by columns and sheltering only the entry.

Prism Glass: Small panes of glass usually set in a wood or metal framework in the transom over a storefront or entrance; the glass is molded in a special pattern such that small prisms project daylight into the interior of the building.

Return: The continuation of a projection or cornice in a different direction, usually around a corner at a right angle.

Sash: The framework of the window that supports the glass. Sash may be fixed, sliding, hinged or pivoted.

Segmental Arch: A type of circular arch which does not extend on the sides to a full half circle; often found at the tops of windows.

Sheathing: A sub-surface material, usually wood, which covers exterior walls or roofs before application of siding or roofing materials.

Sidelight: A glass panel, usually of multiple panes, to either side of a door; often used in conjunction with a transom.

Soffit: A flat wood member used as a finished undersurface for any overhead exposed part of a building, such as a cornice. Commonly found on the underside of the eaves.

Terra Cotta: Molded and fired clay used for ornamental work in a brick or stone building wall.

Terrazzo: A smooth flooring material composed of concrete and stone chips, and then polished.

Transom: A glass panel, either fixed or moveable, which is placed over a door or window to provide additional natural light to the interior of the building. Used on both residential and commercial buildings.

Turret: Projecting corner bay or tower, usually round, often with a conical roof.

Vernacular: Architecture that draws more on traditional forms and functionalism, rather than on design principles or ornamentation of high-style architecture.

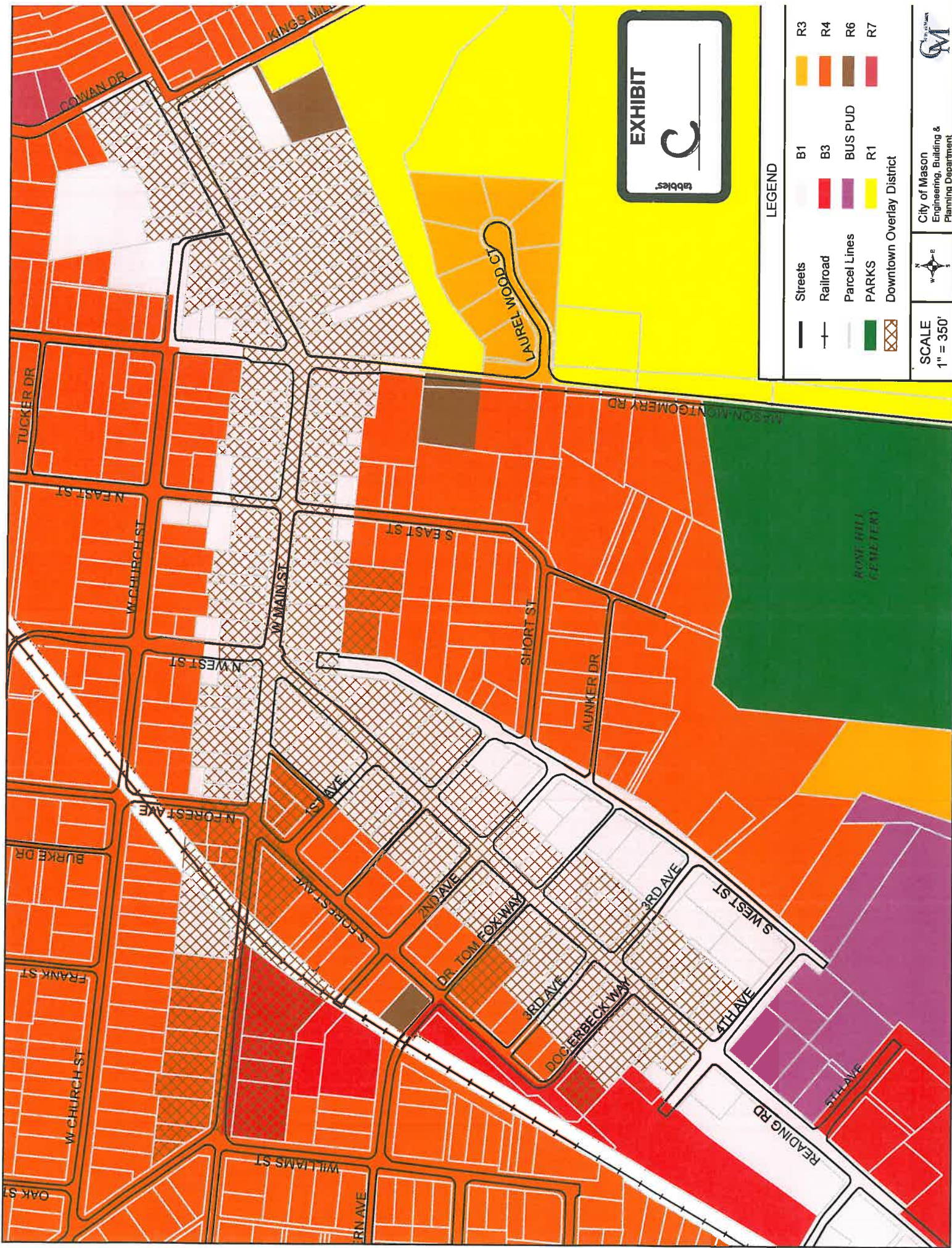


EXHIBIT
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LEGEND

- Streets
- Railroad
- Parcel Lines
- PARKS
- Downtown Overlay District
- B1
- B3
- BUS LINES
- R1
- R3
- R4
- BUS PUD
- R6
- R7

SCALE
1" = 350'

City of Mason
Engineering, Building &
Planning Department

