

Recommended Design Criteria

As Required by
 Shawnee County Resolution No. 98-206
 City of Topeka Ordinance No. 17292

Because there are five different types of “historic designations” of properties that may come before the Topeka-Shawnee County Landmarks Commission for a Certificate of Appropriateness, the Design Committee recommends the following Design Criteria be adopted. The following is a hierarchy of those designations based on the most significant property, with complete historic documentation, to the least significant, with little if any historic documentation. Corresponding to this is the Design Criteria that is listed from most stringent to least stringent. It should also be noted that this joint Resolution/Ordinance has excluded historic commercial landmark districts.

Historic Designations	Standards and Guidelines For Review
<p>1. National Landmark Property (NL)</p> <p>Individual Commercial Landmarks Individual Residential Landmarks Residential Landmark Districts</p>	<p>The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings</p> <p>The types of permits issued by the City or County might include demolition permits, moving permits, site development permits, exterior construction permits, and interior construction permits.</p>
<p>2. National Register Property (NR)</p> <p>Individual Commercial NR Property Individual Residential NR Property Residential NR Historic Districts</p>	<p>The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings</p> <p>The types of permits issued by the City or County might include demolition permits, moving permits, site development permits, exterior construction permits, and interior construction permits.</p>

Historic Designations	Standards and Guidelines For Review
<p>3. Register of Historic Kansas Places (SR)</p> <p>Individual Commercial SR Property Individual Residential SR Property Residential SR Historic Districts</p>	<p>The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings</p> <p>The types of permits issued by the City or County might include demolition permits, moving permits, site development permits, exterior construction permits, and interior construction permits.</p>
<p>4. Local Landmark Property (LL)</p> <p>Individual Commercial Landmarks Individual Residential Landmarks Residential Landmark Districts</p>	<p>The Secretary of the Interior’s Standards for Rehabilitation</p> <p>The SOI’s Standards will then be supplemented and modified by the following Local Landmark Guidelines: Roof, Envelope, Openings, and Skin.</p> <p>The types of permits issued by the City or County might include demolition permits, moving permits, site development permits, exterior construction permits, and interior construction permits.</p>
<p>5. Local Resource (LR)</p> <p>Individual Commercial Resources Individual Residential Resources</p>	<p>The Secretary of the Interior’s Standards for Rehabilitation</p> <p>For this historic designation, the types of permits issued by the City or County might include demolition permits and moving permits.</p>

The “permit” process through the City and County typically triggers reviews for the issuance a Certificate of Appropriateness. In the case of historic districts, the Commission can comment on all elements listed in the historic district’s individually adopted Design Standards and Guidelines in addition to those listed above.

The State Preservation Statute includes an “environs” review for projects within 500 feet of listed historic property. The local ordinance does not authorize such a review.

Local Landmark Design Guidelines

The Topeka-Shawnee County Landmarks Commission should consider the following four factors when they complete their reviews for Certificates of Appropriateness for those properties listed as a Local Landmark:

1. Roof

- Shape
- Material

2. Envelope

- Building Setback
- Height
- Scale and Massing

3. Openings

- Windows
- Doors
- Location/Spacing/Orientation

4. Skin

- Compatible Material

ROOF GUIDELINES

For Historic Landmarks and Contributing Structures within Historic Districts
(Excluding National or State Register Properties)

Modifications to Historic Structures:

The historic roof, with its shape, slope, features, and materials is an important character-defining feature in terms of defining the overall form and architectural style of any historic structure and therefore should be preserved.

Shape

Recommended:

It is recommended that the historic roof shape be preserved.

Not Recommended:

It is not recommended to change the historic roof shape to another roof shape. For example, changing an historic side-gabled roof to another roof shape such as a front-gabled roof, hipped roof, shed roof, flat roof or gambrel roof shape is not recommended.

Slope

Recommended:

It is recommended that the historic roof slope be preserved.

Not Recommended:

It is not recommended to change the historic roof slope to another roof slope. For example, changing an historic sloping roof to a flat roof or a flat roof to a sloping roof is not recommended. Changing a low sloping roof to a steeply sloping roof or a steeply sloping roof to a low sloping roof is not recommended.

Features

Recommended:

It is recommended that historic roof features such as cresting, dormers, cupolas, and chimneys be preserved. Some modifications, however, may be allowed. The extent of the features removed or the size, scale, design, and location of proposed new changes shall be taken into account as part of the review. Fewer changes should be made to the primary façade(s) than to the secondary façade(s).

For example, the removal of a single small historic dormer or the addition of a single small new dormer on the primary façade may not greatly impact the integrity of the historic structure and may be allowed. The removal of a single larger or multiple historic dormers or the addition of a single larger or multiple new dormers on a secondary façade may not greatly impact the overall integrity of the historic structure and may be allowed.

Not Recommended:

It is not recommended that historic character defining historic roof features be heavily modified or completely removed. The key is that the proposed changes not entirely remove important character defining features or overpower the historic roof with new features.

Materials

Recommended:

The historic integrity and historic character of a property is often the result of how much and what type of historic material(s) still exists. Therefore, it is recommended that historic roofing material be preserved. For example, it is recommended that unique and special roofing materials such as clay tile, slate, and terne metal be preserved when at all possible.

If changes to the historic material are required because of the level of deterioration or damage, then the replacement material should match the historic material when possible. If substitute materials are the only option, they should have a similar appearance and profile to the historic material.

Not Recommended:

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal is not recommended. Using a substitute material that does not convey the visual appearance of the historic material is not recommended.

Additions to Historic Structures:

The roof of a new addition should be designed so that it is compatible with the historic structure. This does not mean the roof is required to “exactly match” the historic roof shape, slope, features, or materials. However, it does mean the roof of the new addition is a key element in developing a compatible addition.

Recommended:

Relating the roof of the new addition to those found on the historic building is recommended. Although not entirely necessary, duplication of the existing or traditional

roof shapes, slopes, and materials on the new addition is one way of making a new addition more visually compatible.

Not Recommended:

Introducing roof shapes, slopes, features, or materials not traditionally found on the historic structure or on similar structures of its type or style.

New Construction within Historic Districts:

The roof shape, slope, features, and materials within a Historic District help define the character of the district. Therefore, the roof of any proposed new construction should be designed to be compatible with the district.

Recommended:

Relating the roof of new buildings to those found within the historic district is recommended. Although not entirely necessary, duplication of the existing or traditional roof shapes, slopes, and materials on the new construction is one way of making a new addition more visually compatible.

Not Recommended:

Introducing roof shapes, slopes, features, or materials not traditionally found within the historic district or on similar structures of its type or style.

ENVELOPE GUIDELINES

For Historic Landmarks and Contributing Structures within Historic Districts
(Excluding National or State Register Properties)

For review purposes, the envelope of any historic structure is made up of three key elements. They are 1) the Building Setback, 2) the Height, 3) the Scale/Massing. These three elements all contribute to the character of individual properties or the character of historic districts. Therefore, each item shall be reviewed.

Building Setback

Modifications to Historic Structures:

The building setback was often prescribed by planning regulations at the time of construction of the historic property or was a reflection of the values and/or culture and practices of the people of the time.

Recommended:

It is recommended that the historic structure follow the historic setbacks of the period of significance for the landmark.

Not Recommended:

It is not recommended to change the setback relationship of the historic structure to the historic property lines.

Additions to Historic Structures:

New additions should respect the historic setback relationships. This is especially true on the primary façade(s). If a structure sits on a corner lot, it is assumed that the building has two primary facades unless otherwise noted in the nomination.

Recommended:

Maintaining the historic façade lines of the streetscapes by locating the front of new additions and modifications in the same plane as the facades of adjacent buildings is recommended. For example, if a small-scale addition such as a new porch is proposed on the primary façade of a historic structure, the setback line of porches on adjacent historic properties could affect the size of the porch. Larger additions might be allowed on secondary facades as long as they do not greatly encroach upon the historic side and rear yard setbacks.

Not Recommended:

Violating the existing setback pattern by placing new additions and modifications in front of or behind the historic façade line is not recommended. Avoid placing new additions at odd angles to the street or other adjacent historic properties, unless in an area where diverse configurations already exist, even if proper setbacks are maintained.

New Construction within Historic Districts:

The historic setback lines that have been established in historic districts are typically important character defining elements. In addition to this, the location of the “front façade” or “front door” is equally important.

Recommended:

Maintaining the historic façade lines of streetscapes by locating the front of new buildings in the same plane as the facades of adjacent buildings is recommended. If exceptions are made, buildings should be set slightly back towards the rear of the lot rather than closer to the street. If existing setbacks vary, new buildings should conform to the average setback patterns established within their block, on the same side of the street. The location of the front façade and front door on the new construction should match the surrounding historic properties within the block and on the same side of the street.

Not Recommended:

Violating the existing setback pattern by placing new buildings in front of or behind the historic façade line is not recommended. Avoid placing new construction at odd angles to the street and adjacent properties, unless in an area where diverse setbacks already exist, even if property setbacks are maintained. Avoid locating the front façade or front door in a location that is not typical with the surrounding historic properties within the block and on the same side of the street.

Height

Modifications to Historic Structures:

The height of an historic structure is considered an important character-defining feature.

Recommended:

It is recommended that the height of the historic structure be preserved.

Not Recommended:

It is not recommended to change the overall height of the building by raising or lowering the building or by eliminating or modifying major elements that affect the appearance of the overall height of the building.

Additions to Historic Structures:

The height of new additions to historic structures can greatly affect the overall appearance of the historic property. Therefore, it is important that the height of new additions be compatible with the historic structure. The historic form should be dominant.

Recommended:

Relating the overall height of the new addition to that of the historic structure is recommended. As a general rule, construct new additions to a height roughly equal to the average height of the existing building. It should be noted that smaller or shorter additions typically encroach upon the historic building less than larger or taller additions.

Not Recommended:

New construction that greatly varies in height (too high or too low) from the historic structure is not recommended. This does not, however, eliminate all “tower type additions” or “small scale additions” where appropriate or compatible.

New Construction within Historic Districts:

The height of structures within the historic district is typically one of the factors that help new buildings be compatible with the character of the district.

Recommended:

Relating the overall height of the new construction to that of adjacent structures is recommended. As a general rule, construct new buildings to a height roughly equal to the average height of the existing structures from the historic period of significance on the block and on the same side of the street.

Not Recommended:

New construction that greatly varies in height (too high or too low) from the existing buildings from the historic period of significance on the block and on the same side of the street is not recommended.

Scale and Massing

Modifications to Historic Structures:

The scale and massing of the historic structure is considered an important character-defining feature.

Recommended:

It is recommended that the scale and massing of the historic structure be preserved.

Not Recommended:

It is not recommended to change the overall scale or massing of the historic structure by removing or modifying significant portions of the historic structure.

Additions to Historic Structures:

It is important that new additions to historic structures be designed to be compatible with the scale and massing of the historic structure.

Recommended:

Relating the size and proportions of new additions to the scale and massing of the historic structure is recommended. This may require breaking up larger additions into smaller, varied masses that are common on the historic structure. Variation of form and massing are essential in keeping additions in scale with historic structures.

Not Recommended:

Additions that in height, width, or massing dominate the existing scale and massing of the historic structure are not recommended.

New Construction within Historic Districts:

The overall scale and massing of structures within the historic district is typically one of the factors that should be identified and studied as part of the design process.

Recommended:

Relating the size and proportions of new buildings to the scale of adjacent buildings is recommended. This may require breaking up larger structures into small, varied masses that are common within the historic district. Variety of form and massing are elements essential in keeping new construction compatible with the scale of the historic structures within the district.

Not Recommended:

New buildings that in height, width, or massing dominate the existing scale and massing of the historic buildings within the historic district is not recommended. New buildings should not disrupt the overall scale and rhythm of the streetscape and be compatible with the façade articulation found within the historic district.

OPENINGS GUIDELINES

For Historic Landmarks and Contributing
Structures within Historic Districts
(Excluding National or State Register Properties)

As one of the few elements of a structure that serves as both an interior and exterior feature, openings are nearly always an important part of the historic character of an historic structure. For review purposes, openings may include both windows and doors. The review should include analyzing their size, location, spacing, orientation, and design.

Windows

Modifications to Historic Structures:

Historic windows, with their size, shape, features, materials, and design are an important character-defining feature of any historic structure and therefore should be preserved. The primary or street front facades of the historic structure are more critical than the secondary facades.

Recommended:

It is recommended that the historic windows be retained and preserved. Their location, spacing, size, orientation, and design can contribute to the historic character of the historic structure. Historic windows can be made more energy efficient by adding weather stripping or by adding interior or exterior storm windows. Storm windows are considered “reversible” and typically can be easily removed in the future. In addition to this, storm windows can potentially protect the historic windows.

Not Recommended:

Removing or radically changing the number, location, size, orientation, or glazing pattern of historic windows that are important in defining the historic character of a structure so that, as a result, the character of the structure is substantially altered.

Additions to Historic Structures:

The locations, size, shape, and design features of new windows are important elements in creating compatible new additions to historic properties. The primary or street front facades of the new additions are more critical than the secondary facades.

Recommended:

It is recommended that new additions be designed with compatible “rhythm of the openings,” the recurrent alternation of wall areas with window elements represented on historic façades, or be compatible with the style of the historic structure. In addition to this, the width-to-height ratio relating to the size and orientation of new windows should

be compatible with the window elements in the historic façade or compatible with the style of the historic structure.

Not Recommended:

Introducing incompatible façade patterns that greatly upset the rhythm of openings established on the historic structure or is not compatible with the style of the historic structure.

New Construction within Historic Districts:

The location, size, shape, and design features of new windows are important elements in creating compatible new construction within historic districts. The primary or street front facades of the new construction are more critical than the secondary facades.

Recommended:

It is recommended that new construction be designed with compatible “rhythm of the openings” or the recurrent alternation of wall areas with window elements represented on the historic façades of historic structures located within the immediate area of the historic district. In addition to this, the width-to-height ratio of windows should be compatible with the window elements in the historic façades of historic structures located within the immediate area of the historic district.

Not Recommended:

Introducing incompatible façade patterns that are completely out of character with the historic structures located within the immediate area of the historic district.

Doors

Modifications to Historic Structures:

Historic doors, with their size, shape, features, materials, and design are an important character-defining feature of any historic structure and therefore should be preserved. The primary or street front facades of the historic structure are more critical than the secondary facades.

Recommended:

It is recommended that historic doors be retained and preserved. Their location, spacing, size, orientation, and design can contribute to the historic character of the structure. Historic doors can be made more energy efficient by adding weather stripping or by adding exterior storm doors. Storm doors are considered “reversible” and typically can be easily removed in the future. In addition to this, storm doors can potentially protect the historic doors.

Not Recommended:

Removing or radically changing the number, location, size, or glazing pattern of historic doors that are important in defining the historic character of a structure so that, as a result, the character of the structure is substantially altered.

Additions to Historic Structures:

The location, size, and design of new doors are important when creating compatible new additions to historic properties. Both modern interpretations of historic designs or designs that match the style of architecture on the historic structure are acceptable design solutions and should be considered compatible. The primary or street front facades of the new additions are more critical than the secondary facades.

Recommended:

It is recommended that new additions be designed so that the location, size and design of the doors in new additions are compatible with the location, size, and design of doors represented on historic façades. New doors should be compatible with the style of the historic structure.

Not Recommended:

Introducing incompatible façade patterns that are not compatible with the style of the historic structure are not recommended.

New Construction within Historic Districts:

The location, size, and design of new doors are important when creating compatible new construction within historic districts. Both modern interpretations of historic designs or designs that replicate or are compatible with the style of architecture within the historic district are acceptable design solutions and should be considered compatible. The primary or street front facades of the new construction are more critical than the secondary facades.

Recommended:

It is recommended that new construction be designed so that the location, size and design of the new doors are compatible with the location, size, and design of doors on contributing properties represented within the historic district.

Not Recommended:

Introducing incompatible façade patterns that are not compatible with the architectural style of the historic district is not recommended.

SKIN GUIDELINES

For Historic Landmarks and Contributing Structures within Historic Districts
(Excluding National or State Register Properties)

Modifications to Historic Structures:

The historic skin or siding material, with its size, shape, texture, features, and design is an important character-defining feature of any historic structure and therefore should be preserved.

Recommended:

The historic integrity and historic character of a property is often the result of how much and what type of historic material still exists. Therefore, it is recommended that the historic skin or siding material and features be preserved.

If changes to the historic material are required because of the level of deterioration or damage, then the replacement material should match the historic material when possible. If substitute materials are the only option, they should have a similar appearance and profile to the historic material.

Not Recommended:

Stripping the structure of sound historic material is not recommended. Using a substitute material that does not convey the visual appearance of the historic material is not recommended.

Additions to Historic Structures:

The skin of a new addition should be designed so that it is compatible with the historic structure. This does not mean the skin material is required to “exactly match” the historic structure. However, it does mean the skin of the new addition is a key element in developing a compatible addition. The primary or street front facades of the new addition on the historic structure are more critical than the secondary facades.

Recommended:

Relating the skin of the new addition to those found on the historic building is recommended. Although not entirely necessary, duplication of the existing or traditional skin on the new addition is one way of making a new addition more visually compatible.

Not Recommended:

Introducing new skin materials or designs not traditionally found on the historic structure or on similar structures of its architectural type or style.

New Construction within Historic Districts:

The skin material and design typically found within a Historic District help define the character of the district. Therefore, the skin of any proposed new construction should be designed to be compatible with the district's contributing properties. The primary or street front facades of the new construction are more critical than the secondary facades.

Recommended:

Relating the skin of new buildings to that of the contributing properties within the district is recommended. Although not entirely necessary, duplication of the existing or traditional skin on the new construction is one way of making a new construction more visually compatible.

Not Recommended:

Introducing new skin materials or designs not traditionally found within the historic district or on similar architectural styles of structures within the historic district.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES, 1995

STANDARDS FOR REHABILITATION

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

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.