CAMPBELLSVILLE
LOCAL HISTORIC DISTRICT
DESIGN GUIDELINES
2018

Main Street looking East 2018

Prepared for:

The City of Campbellsville
Certified Local Government/
Historic Preservation Commission
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A. INTRODUCTION

The Campbellsville Local Historic Design Guidelines 2018 were updated for the City of Campbellsville in an effort to provide recommendations for exterior rehabilitation projects within Campbellsville's Local Historic District. ORDINANCE NO. 5-07 CITY OF CAMPBELLSVILLE HISTORIC PRESERVATION ORDINANCE was adopted September 6, 2005. It was amended January 8, 2015 and again on January 4, 2016.

Local Historic District Design Guidelines 2006 were adopted by the City Council on December 4, 2006. This document updates the adopted 2006 Local Historic District Design Guidelines that were funded in part with a Certified Local Government grant from the State Historic Preservation Office.

The following guidelines are intended to provide guidance to help interpret and apply *The Secretary of the Interior's Standards for Rehabilitation* to all rehabilitation projects. These Design Guidelines pertain to historic buildings of all materials, construction types, sizes and occupancy and apply to all exteriors, new additions, as well as the building's site and environment.

The Design Guidelines are presented in a "Recommended" vs. "Not Recommended" format. The following approaches, treatments and techniques consistent with The Secretary of the Interior's Standards for Rehabilitation are "Recommended." Those approaches, treatments and techniques which could adversely affect a building's historic integrity and character are "Not Recommended." Preserving the building's historic architecture, character-defining features and materials are of primary importance.

WHY ESTABLISH DESIGN GUIDELINES?

Cultural resource protection on the state and local level is growing across the country. During the 1980s many states passed legislation that mandated that preservation be integrated into local and state planning efforts. An estimated 2,000 communities across the country have chosen to implement historic preservation plans and design guidelines that preserve and protect the historic integrity of their communities. The reasons for establishing design guidelines are both aesthetic and economic. The preservation of historic resources helps to enhance a community's sense of character and identity. An active preservation policy maintains and promotes property values and encourages heritage tourism. Preservation is also increasingly seen as a revitalization tool for communities.

Campbellsville has experienced continuous growth since the mid-1800s. The architectural character of the Campbellsville Local Historic District is diverse with a cluster of late-19th and early-20th century commercial buildings in the downtown area surrounded by a wide variety of architectural styles appearing in the residential and commercial areas that radiate outward from the central core.

The adoption of these design guidelines fulfills the Historic Preservation Commission's desires to allow the district to visibly grow, change, and improve while preserving Campbellsville's quality of life. The intent of this manual is to establish standard objective criteria on which to base design decisions for continued preservation and rehabilitation of their historic resources as well as helping the Commission members to determine appropriateness and compatibility. They also offer suggestions for appropriate designs and materials for rehabilitation, restoration and new construction to developers and property owners. Therefore, property owners are encouraged to refer to these design guidelines when planning building rehabilitation, designing new construction projects, and performing regular maintenance work.

Campbellsville's Local Historic Design Guidelines 2018 are based on *The Secretary of the Interior's Standards for Rehabilitation* that were developed for all national preservation programs and for advising federal agencies on the preservation of properties listed or eligible for listing in the National Register of Historic Places.

PURPOSE OF THE DESIGN GUIDELINES

The purpose of the Campbellsville Local Historic District Design Guidelines 2018 is to provide the Campbellsville Certified Local Government/Historic Preservation Commission with standard criteria based on *The Secretary of the Interior's Standards for Rehabilitation* with which to base preservation decisions in the local historic district. The Design Guidelines deal with all aspects of construction, rehabilitation, and demolition. Many of the historic architectural styles common in Campbellsville are also described and illustrated. Appropriate additions, compatible new construction, and respectful rehabilitation are outlined in detail for the benefit of the Historic Preservation Commission and property owners who wish to alter the exterior of their historic properties. Property owners should refer to these guidelines as a resource when planning and designing projects or engaging in routine maintenance. The guidelines also address the growing desire for sustainability in every aspect of our built environment. Please note that all property owners in the districts are required to obtain a Certificate of Appropriateness (COA) for most work done in the historic districts. Please refer to guidance in subsection below: Approval of Changes to Locally Designated Properties and Local Historic Districts for more details.

The Design Guidelines set forth in this manual emphasize historic primary façades and secondary façades that are readily visible from the public right-of-way. Alterations to rear façades are not as strictly regulated by the Commission because they are usually obscured by fences, trees, or by the building's placement on the lot. However, if rear facades are visible from the public right-of-way, they will require review by the Commission. In addition, alterations to non-historic properties and new construction are reviewed based on how they might impact the district's overall integrity.

PURPOSE OF THE LOCAL HISTORIC PRESERVATION ORDINANCE

In 2002, the Campbellsville City Council appointed members to the Campbellsville Historic Preservation Commission. In December 2006, the City adopted Historic Preservation Ordinance 5-07. This ordinance that was amended on January 8, 2015 and again on January 4, 2016 helps to preserve, protect and promote our historic resources in the central business district in conjunction with the Campbellsville Main Street Program.

The Design Guidelines below are based upon this commitment from the city that assures each citizen of local support for historic preservation projects. Section 1 of the 2006 Ordinance states the following as the purpose for this significant public policy:

A. The City Council of the City of Campbellsville finds that there is concern about the future of the central business district and that the City has begun a Main Street Program in cooperation with the State government to help the central business district.
B. The Council finds that many buildings having historic, architectural, aesthetic, or cultural interest and value have been neglected, altered, or destroyed, notwithstanding the feasibility and desirability of preserving and continuing the use of such buildings and without adequate consideration of the irreplaceable loss to the people of the City.
C. The Council finds that neighborhoods and areas of the City have been damaged and have deteriorated or are threatened because of new construction, demolitions, alterations, and relocations that have harmed or will harm the historic and architectural character of these neighborhoods and areas notwithstanding the feasibility and desirability of preserving and improving these neighborhoods and areas through appropriate changes.
D. The Council finds that the historic and architectural character of the central business district is of vital importance in maintaining the integrity and economy of the City.
E. The Council finds that Campbellsville has played an important role in the development of Kentucky and that this growth is shown today through buildings representing the activity as a governmental, agricultural and commercial center. The Council finds that the city has buildings, historic sites, and areas that represent the persons who live and work or have lived and worked in Campbellsville during its history. It

is the finding of the City Council that the distinctive and significant character of this City can only be maintained by protecting and enhancing its historic, architectural, aesthetic, and cultural heritage and by preventing unnecessary injury or destruction of its landmarks and historic districts which are civic and community assets.

F. The Council finds that the Federal and Kentucky governments have passed laws to protect and preserve landmarks and historic districts, that some of these laws provide incentives for historic preservation, and that the National Historic Preservation Act was amended in 1980 to establish a Certified Local Government program creating a new federal-state-local partnership to encourage the efforts by cities to protect and preserve their landmarks and historic districts.

G. The Council finds that this Ordinance benefits all the residents of Campbellsville and all the owners of property.

H. The City Council declares as a matter of public policy that the preservation, protection, perpetuation, and use of landmarks and historic districts is a public necessity because they have a special or distinctive character or a special historic, architectural, aesthetic, or cultural interest and value and thus serve as visible reminders of the history and heritage of this City, state, and nation. The Council declares as a matter of public policy that this Ordinance is required in the interest of the health, prosperity, safety, welfare, and economic well-being of the people.

I. The purpose of the Ordinance is to affect the goals as set forth in the above findings and declarations of public policy and specifically, but not exclusively, to:
   1) Effect and accomplish the preservation, protection, perpetuation, and use of historic districts, landmarks, and landmark sites having a special or distinctive character or a special historic, architectural, aesthetic, or cultural interest and value to the City, state, and nation;
   2) Promote the educational, cultural, economic, and general welfare of the people and safeguard the City's history and heritage as embodied and reflected in such landmarks, sites, and districts;
   3) Stabilize and improve property values in such districts and in the City as a whole;
   4) Foster civic pride in the value of notable accomplishments of the past;
   5) Strengthen the economy of the City;
   6) Protect and enhance the City's attractions to residents, tourists, and visitors and serve as a support and stimulus to business and industry; and
   7) Enhance the visual and aesthetic character, diversity, and interest of the City.

CITY OF CAMPBELLSVILLE HISTORIC PRESERVATION COMMISSION

The Campbellsville Historic Preservation Commission is charged with executing Historic Preservation Ordinance 5-07 and reviewing proposed projects utilizing the Campbellsville Local Historic District Design Guidelines. The Commission consists of five members appointed by the Mayor and approved by the City Council. The members shall have demonstrated interest in historic preservation, community development, entrepreneurship, and civic involvement. At least two (2) members shall have training or experience in a preservation-related profession: architecture, history, historic preservation, architectural history, planning/urban planning, architectural history, American studies, American civilization, cultural geography, cultural anthropology or related fields. When one or two professional members are not available, the Mayor may appoint other persons interested in historic preservation to serve. When the Commission reviews an issue that is normally evaluated by a professional member and that field is not represented on the Commission, the Commission shall seek expert advice before rendering its decision.

Members of the Commission shall serve without compensation, but they may be reimbursed for expenses incurred in the performance of their duties in accordance with the rules adopted by the Commission. Each member shall attend at least one educational meeting on historic preservation per year approved by the State Historic Preservation Officer. Each member serves a three-year term. Every year the Commission votes to elect a Chair, Vice-Chair, and Secretary.

The powers and duties of the Historic Preservation Commission are set out in Section IV as follows:

A. In addition to the powers and duties stated elsewhere, the Commission shall take action necessary and appropriate to accomplish the purpose of this Ordinance. These actions may include, but are not limited to the following:
    1) Conducting a survey of historic buildings and areas and preparing a plan for their preservation;
    2) Recommending to the City Council the designation of historic districts and individual landmarks;
    3) Regulating changes to designated property including proposed alterations that are visible to the public, demolitions, relocations, and new construction;
    4) Adopting written guidelines for making exterior changes to designated property and for undertaking new construction on designated property;
    5) Working with and advising the federal, state, and county governments and other parts of city government;
    6) Advising and assisting property owners and other persons and groups, including neighborhood organizations who are interested in historic preservation;
    7) Initiating plans for the preservation and rehabilitation of individual historic buildings; and
    8) Undertaking educational programs including the preparation of publications and the placing of historic markers.
B. The Commission may encourage plans for the preservation and rehabilitation of individual historic buildings. The Commission shall, on a regular basis, give recognition to owners and tenants who maintain or rehabilitate their historic buildings with care and thus contribute to the preservation of the history of Campbellsville.
C. In making its survey of historic buildings and areas, the Commission shall conduct this work in accordance with the guidelines of the Kentucky Heritage Council. The Commission shall provide that its survey and preservation plan shall be maintained and continued. The Commission shall use the preservation plan to assist the City in its overall planning efforts.
D. The Commission shall adopt and make public rules for the transaction of its business and shall hold public meetings and special public meetings when necessary. All meetings shall have a previously available agenda and shall comply with the Kentucky Open Meeting Statute, KRS 61.805. A simple majority of the membership shall be required for decisions involving historic buildings and areas.
E. The Commission shall prepare and keep on file, available for public inspection, a written annual report of its activities, cases, decisions, qualifications of members and other work.
F. The Commission, in addition to any appropriations made by the City of Campbellsville, shall have the right to receive, hold, and spend funds which it may legally receive from any and every source both in and out of the Commonwealth of Kentucky for the purpose of carrying out the provisions of this Ordinance.
G. In the development of the Certified Local Government program, the City may ask the Commission to perform other responsibilities that may be delegated to the City under the National Historic Preservation Act.
H. The Commission shall receive assistance in the performance of its responsibilities from a city staff member or designee whose assigned duties shall include this work with the Commission who shall have expertise in historic preservation or a closely related field. Other city staff members may be asked to assist the Commission by providing technical advice or helping in the administration of this Ordinance.

PROCESS FOR DESIGNATING LANDMARKS, LANDMARK SITES, AND LOCAL HISTORIC DISTRICTS

A. The Commission shall recommend to the City Council the designation of individual landmarks, landmark sites and historic districts, and the City Council may make these designations by the enactment of ordinances. Consideration of the designation of a landmark and landmark site or a historic district may be originated by the Commission or by the filing of an application for designation by a property owner, any resident of Campbellsville or any organization in Campbellsville. A person or an organization proposing a designation shall give the Commission the names and addresses of the owners of the affected property and the owners of all adjoining property as listed on the tax rolls of the City of Campbellsville.

B. The Commission shall assemble information about a property or district being considered for the designation and shall schedule a public hearing on the proposed designation. Advertised notice of the hearing shall be given, including conspicuous posting on the property or in the proposed district. This notice shall be published not earlier than twenty-one (21) days and not later than seven (7) days before the public hearing. At least fifteen (15) days prior to the public hearing written notice shall be given by registered mail to owners of property under consideration and the owners of all adjoining property. Written notice shall be considered sufficient when it is mailed to the person listed on the tax rolls of the City of Campbellsville.

C. Before its first public hearing on a designation the Commission shall adopt general guidelines that will apply to Campbellsville's landmarks and historic districts and will assist owners in the preservation and rehabilitation of their property. The guidelines shall be submitted to the Planning and Zoning Commission and the City Council for their approval. The general guidelines shall include "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" and other guidelines that will apply to all designated property in the City. Before each public hearing on a designation the Commission may adopt additional guidelines that will supplement the general guidelines and will apply to the property under consideration if it is designated. The guidelines shall not limit new construction to any one architectural style but shall seek to preserve the character and integrity of the landmark or the historic district. The guidelines shall suggest changes that would be appropriate for landmarks or for property in historic districts. After a designation, the Commission may expand or amend the guidelines it has adopted provided it holds a public hearing on the changes and submits the proposed changes to the Planning and Zoning Commission and the City Council for their approval.

D. A landmark or historic district shall qualify for designation when it meets one or more of the following criteria which shall be discussed in a Commission report making its recommendations to the City Council:
   1) Its value as a reminder of the cultural or archaeological heritage of the City, state, or nation;
   2) Its location as a site of a significant local, state, or national event;
   3) Its identification with a person or persons who significantly contributed to the development of the City, state, or nation;
   4) Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the City, state, or nation;
   5) Its value as a building that is recognized for the quality of its architecture and that retains sufficient elements showing its architectural significance;
   6) Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials;
   7) Its character as a geographically definable area possessing a significant concentration or continuity of sites, buildings, objects, or structures united by past events or aesthetically by plan or physical development; or
   8) Its character as an established and geographically definable neighborhood, united by culture, architectural style, or physical plan and development.

E. After evaluating the testimony at its public hearing, survey information, and other material it has assembled, the Commission shall make its recommendation to the City Council with a written report on the property or area under consideration. The report shall contain information about the buildings, sites

and structures which have been identified for inclusion in the proposed designation.

F. The Planning and Zoning Commission shall then report on the relationship between the proposed designation and existing and future plans for the development of the City. If the Planning and Zoning Commission approves of the proposed designation, it shall amend the Comprehensive Plan to include the proposed designation and shall recommend a change in the zoning map to show the proposed historic designation. The Planning and Zoning Commission shall forward its comments, the Comprehensive Plan amendment, and the zoning map change to the City Council. If the Planning and Zoning Commission does not approve of the proposed designation, it shall forward its comments to the City Council.

G. The City Council shall approve, modify, or disapprove the proposed designation and the map amendment within sixty (60) days after receiving the recommendation of the Commission and the material from the Planning and Zoning Commission. If the City Council decides to make a designation and no Comprehensive Plan amendment has been adopted and no zoning map change has been recommended, the City Council shall request the Planning and Zoning Commission to reconsider its earlier decisions and shall provide that the designation shall take effect after these preliminary steps have been approved.

H. The Commission shall notify each owner of the decision relating to his property and shall arrange that the designation of a property as a landmark or as a part of a historic district be recorded in the land records of the County. The Commission shall ask that fees be waived for the City documents recording the designations. The Commission shall also give notice of the decision to the government offices in the City and County which shall retain them for future reference.

I. The amendment or rescission of any designation shall be accomplished through the same steps as were followed in the original designation.

THE SECRETARY OF THE INTERIOR'S
STANDARDS FOR REHABILITATION

National Park Service
U.S. Department of the Interior

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

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

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

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

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

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

B. CAMPBELLSVILLE'S HISTORIC DISTRICTS: NATIONAL REGISTER VS. LOCAL HISTORIC DISTRICTS

On June 30, 2002, the City of Campbellsville established Campbellsville's Historic Preservation Ordinance 5-07 that established a Historic Preservation Commission and authorized the designation and protection of historic preservation districts and individual landmarks. The ordinance was reviewed by members of the Campbellsville Renaissance/Historic Preservation Commission and revised as suggested by the Kentucky Heritage Council's Staff attorney, Ms. Peggy Guier. After two public hearings, the City adopted a new Historic Preservation Ordinance on September 6, 2005. On November 28, 2005, the City of Campbellsville became a Certified Local Government. Ordinance 5-07 was amended January 8, 2015 and again on January 4, 2016.

National Register District

In 1983, the Campbellsville Commercial Historic District was listed in the National Register of Historic Places. The National Register of Historic Places is a national listing of buildings, sites, districts, structures and objects of local, state and national significance. Listing in the National Register of Historic Places recognizes these historic resources for their importance but offers limited protection. Unless federally funded or licensed projects are involved, alterations, new construction, demolition or relocation are not prohibited or reviewed. Historic Rehabilitation tax credits are available for qualifying buildings in National Register districts.

Unlike the National Register of Historic Places, Local Historic Districts provide protection for the historic character of the site, building or district. The reason for creating a local historical district is to prevent unregulated and insensitive changes to the building's exterior appearance or the development on a vacant site. Property owners must apply for a Certificate of Appropriateness from the Historic Preservation Commission in order to receive approval on exterior alterations, new construction, demolition or relocation.

A Local Historic District is similar to a National Register District in many ways:

The two can be used independently or cooperatively to protect a community's resources. Like the National Register District, the Local Historic District identifies historically and architecturally significance buildings with recognition based on locally developed rather than national, criteria and policies. Local significance, attitudes and contemporary events affect what a community views as important. Because properties less than 50 years old are generally not eligible for National Register listing, the National Register many not serve as a good measure for identifying and evaluating more recent character defining development in a community. It is, therefore, possible to include in a Local Historic District, religious institutions, moved buildings, and properties less than 50 years old, which are not ordinarily considered for listing in the National Register of Historic Places.

The primary strength of a local historic district is that it is tailored to the specific community's needs and provides greater protection for local resources. The Historic Preservation Commission members have the means to assure that proposed changes are sympathetic to the character of the district through the design review process.

Local Historic Districts are:

1. Geographically definable areas with a significant concentration of buildings, structures, sites, spaces or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations; and
2. Overlay zoning districts designed to protect and preserve areas and structures that possess unique historic and architectural characteristics.

Local Historic Districts accomplish the following:

Protect investments of owners and residents of historic properties by encouraging the purchase and rehabilitation of properties because the investment is better protected over a longer period of time;

Encourage better quality design by using the Design Guidelines that have been specifically tailored to the district;

Help the environment by recycling old buildings;

Provide educational benefits since the existing buildings help explain the historical development of a place, and become a source of inspiration and technological advances;

Serve as a positive economic impact from tourism because a district that is cohesive and well promoted can be a community's most important attraction;

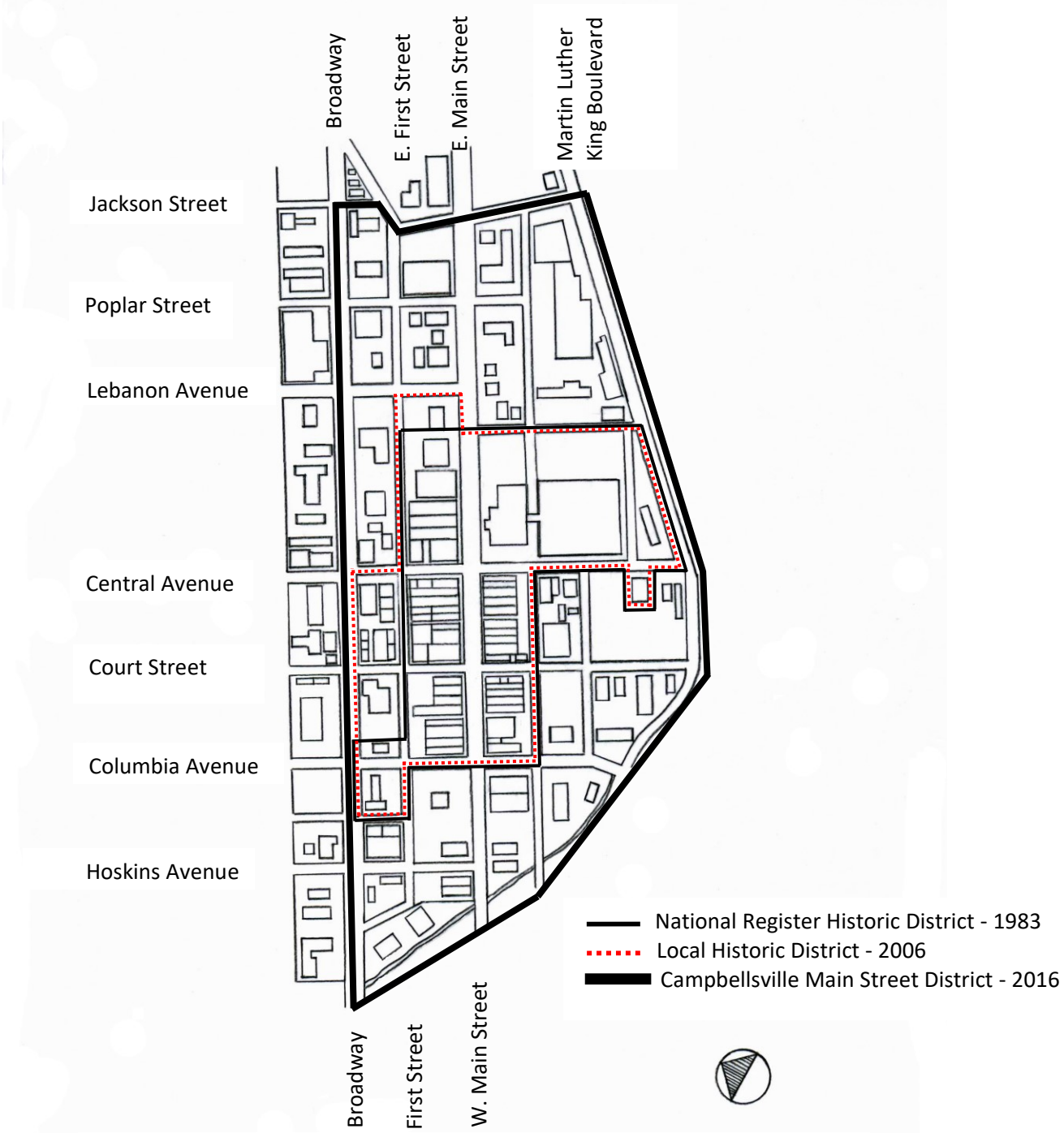
Enhance business recruitment potential since vibrant commercial cores attract new business and quality industry; and

Offer social and psychological benefits because people feel comfortable in human scale environments and desire to live and work in attractive surroundings.

Local historic districts require property owners to receive a Certificate of Appropriateness before undertaking exterior alterations, new construction, relocation or demolition. Members of the Campbellsville Historic Preservation Commission will review the proposed work and upon approval issue a Certificate of Appropriateness. The purpose of the committee's review is to ensure that the proposed work will maintain the historic character of the structure within the district and to give property owners assistance and advice on appropriate methods and materials.

CAMPBELLSVILLE MAIN STREET AND LOCAL HISTORIC DISTRICT MAP

The Campbellsville Local Historic District Design Guidelines 2018 apply to the designated Campbellsville Local Historic District and are limited to proposed external changes to existing buildings, structures and sites, and new development. **Any person desiring new construction, alteration, restoration, relocation or demolition of a~~n~~ historic building, structure, site, or object that is visible to the public within this area must submit an application to the Campbellsville Historic Preservation Commission for approval.**



CAMPBELLSVILLE MAIN STREET AND LOCAL HISTORIC DISTRICT MAP

CAMPBELLSVILLE LOCAL HISTORIC DISTRICT MAP
BOUNDARY DESCRIPTION

Beginning at a point in the northeast corner of the district at the intersection of Central Avenue and Broadway, thence heading southward along the west side of Central Avenue to the intersection of First Street, thence turning eastward on the south side of First Street to the intersection of Lebanon Avenue, thence turning southward along the west side of Lebanon Avenue to the intersection of Main Street, thence turning westward along the north side of Main Street one-half block, thence turning southward along the east side of lot C05-31-01 and C05-30-01 to the north side of Martin Luther King Boulevard, thence turning westward along the north side of lot C05-30-03A thence turning northward along Central Avenue, thence turning westward along the southern edge of lot C05-27-14, thence heading northward along the western edge of said lot to the northern edge of said lot, thence turning northward on the west side of Central Avenue to the intersection of Hotchkiss, thence turning westward along the northern side of Hotchkiss to the intersection of Columbia Avenue, thence turning northward along the eastern side of Columbia Avenue to the intersection of First Street, thence heading westward along the northern side of First Street, thence turning northward along the western boundary of lot C05-09-01 to the intersection of Broadway, thence turning eastward along the south side of said street to the point of beginning.

C. THE REVIEW PROCESS - CERTIFICATE OF APPROPRIATENESS

Requirement for Certificate of Appropriateness

A Certificate of Appropriateness (COA) shall be required before a person may undertake the following actions affecting a landmark, landmark site, or a property in a local historic district:

1. Alteration of the exterior of a building or structure that is visible to the public;
2. New construction;
3. Demolition; or
4. Relocation.

Application to the Historic Preservation Commission

A Certificate of Appropriateness application form is available at Campbellsville City Hall located at 110 S. Columbia Avenue and the Campbellsville Civic Center located at 205 N. Columbia Avenue. When a person wishes to undertake an exterior alteration visible to the public affecting a landmark, a landmark site, or a property within a designated local historic district that does not require a building permit, that person shall apply directly to the Campbellsville Certified Local Government/Historic Preservation Commission for a Certificate of Appropriateness.

When seeking a building permit from the City government, the City Code Enforcement Officer shall forward to the Commission every application for a permit that would authorize an exterior alteration visible to the public, new construction, demolition or relocation affecting the landmark, landmark site, or a property in a local historic district. The Code Enforcement Officer shall give the applicant a form from the Commission requesting additional information that is listed on the application.

The applicant shall supply the Commission with the information it requests in order to reach a decision on his/her application for a Certificate of Appropriateness. The applicant shall provide, where applicable, drawings of the proposed work, photographs of the existing building or structure or site and adjacent properties, and information about the building materials to be used. See Certificate of Appropriateness application in the Appendices.

Stop Work Order - Injunction

In the event work is being performed without the required Certificate of Appropriateness, the City Code Enforcement Officer shall issue a Stop Work Order. In the event that work is being performed which is not in accordance with such certificate, the City Code Enforcement Officer shall issue a Stop Work Order and any law enforcement officer may cite violators in District Court. All work shall cease on the designated property. No additional work shall be undertaken as long as such Stop Work Order shall continue in effect. The Historic Preservation Commission shall meet with the owner or tenant to resolve the problem. The City may apply in Circuit Court for an injunction to enforce its Stop Work Order.
In the event work requiring a Certificate of Appropriateness but not a Building Permit is being performed without the required Certificate of Appropriateness, the Code Enforcement Officer shall issue a Stop Work Order and any law enforcement officer may site violators to District Court. All work shall cease on the designated property. No additional work shall be undertaken as long as such Stop Work Order shall continue in effect. The City may apply in Circuit Court for an injunction to enforce its Stop Work Order.

Action by the Campbellsville Historic Preservation Commission

The Commission shall deliberate on each Certificate of Appropriateness within thirty (30) days after a completed application is received. The Commission shall make a decision on the application within forty-five

(45) days after the receipt of a completed application provided that the Commission may extend the time for decision an additional sixty (60) days when the application is for demolition or new construction. The Commission shall approve or disapprove each application, and it shall give its reasons for its decision using the criteria contained in these guidelines. The Commission may suggest modifications to an application and may then approve a Certificate of Appropriateness providing for revisions in the plans submitted. If the Commission fails to decide on an application within the specified time period, the application shall be deemed approved.

Applicants shall be given notice of public hearings and meetings relating to their application and shall be informed of the Commission's decision. When an application has been approved, the applicant shall be given a Certificate of Appropriateness. Advertised notice of a public hearing shall be given including a conspicuous posting on the property for five (5) consecutive days immediately prior to the hearing. Notice shall also be given in a zoned publication serving Campbellsville. The Commission may include in its application fee a charge for the cost of giving notice of the public hearing.

Criteria in Deciding on Applications

In making a decision on an application, the Commission shall use the Design Guidelines and the guidelines it has adopted for that landmark or historic district. The Commission shall consider: (1) the effect of the proposed work on the landmark and/or the property in the historic district upon which work is to be done; and (2) the relationship between such work and other structures on the landmark site or other property within the historic district. In evaluating the effect and the relationship, the Commission shall consider historical and architectural significance, architectural style, design, arrangement, texture, materials and color. The Certificate of Appropriateness from the Commission shall not relieve the applicant from complying with the requirements of other State and local laws and regulations.

Consultation with Applicants

In making a decision on an application, the Commission shall be aware of the importance of finding a way to meet the current needs of the applicant. The Commission shall also recognize the importance of approving plans that will be reasonable for the applicant to carry out. Before an applicant prepares his/her plans, he/she may bring a tentative proposal to the Commission for its comments.

Routine Alterations - Ordinary Maintenance

The Commission has a list of routine alterations that receive immediate approval from the Chairman or Vice-chairman of the Commission without a public hearing when an applicant complies with the specifications of the Design Guidelines. Refer to the Certificate of Appropriateness Minor Review List. At each meeting the Commission shall be informed of the Certificates of Appropriateness applications that have been approved under this provision.

Ordinary repairs and maintenance may be undertaken without a Certificate of Appropriateness provided this work on a landmark, a landmark site or a property in a local historic district does not change its exterior appearance that is visible to the public. Every person in charge of a landmark or a property in a historic district shall keep in good repair: (1) all of the exterior portions of such buildings or structures; and (2) all interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate or become damaged or otherwise to fall into a state of disrepair. The purpose of this provision is to prevent a person from forcing the demolition of his building by neglecting it and by permitting damage to the building because of weather or vandalism. No provision in these Design Guidelines shall be interpreted to require an owner or tenant to undertake an alteration or to restore his building to its original appearance. The provisions of these Design Guidelines shall be in addition to the provisions of the Kentucky Building Code requiring buildings and structures to be kept in good repair.

Emergency situation

An owner shall immediately notify the City Code Enforcement Officer of emergency conditions dangerous to life, health, or property affecting a landmark, a landmark site, or a property in a local historic district and the owner shall promptly provide evidence of the dangerous conditions that has been prepared by a person with professional qualifications in evaluating buildings and structures.

At their next meeting, the Commission shall be informed of the Certificates of Appropriateness application approvals that were issued. In situations requiring temporary action, an owner may do work in order to temporarily protect his property from further damage provided he reports this work to the Commission within two (2) business days.

In any case where the City Code Enforcement Officer determines that there are emergency conditions dangerous to life, health or property affecting a landmark, a landmark site, or a property in a historic district, he/she may order the remedying of these conditions without the approval of the Board. The City Code Enforcement Officer shall promptly notify the Staff and/or Chairperson of the Commission of the action being taken. If consultation is not possible, the City shall notify the Commission of the action taken after the completion of the work.

In the case of unusual circumstances whereby the normal process for obtaining a Certificate of Appropriateness creates undue hardship for the health, safety and welfare of the applicant, the Commission may at its discretion waive the normal process and give immediate approval for a Certificate of Appropriateness. The Commission shall cite its reasons for such immediate approval.

Signs

In reviewing applications involving signs, the Commission shall first use these Design Guidelines, then follow the City's sign ordinance and the requirements of the Zoning Ordinance that have been approved by the City Council. Owner and tenants shall apply to the Commission for approval before their signs are made.

Conformity with the Certificate of Appropriateness

All work performed pursuant to a Certificate of Appropriateness shall conform to the provisions of such Certificate. It shall be the responsibility of the City Code Enforcement Officer and/or Zoning Administrator and/or the Commission to inspect from time to time any work being performed to assure such compliance. In the event work is being performed which is not in accordance with such Certificate, the City shall issue a Stop Work Order. All work shall cease in the designated property. No additional work shall be undertaken as long as the Stop Work Order is in effect. The City Code Enforcement Officer shall meet with the owner or tenant to resolve the problem. The City Code Enforcement Officer will present the findings at the Certified Local Government/Historic Preservation Commission meeting. The Commission will render a decision based on the findings within fourteen (14) days. The City Attorney may seek in Circuit Court an injunction and any other appropriate relief in order that the intent of these Design Guidelines shall be carried out.

Length of Validity of a Certificate of Appropriateness

A Certificate of Appropriateness shall remain valid for one (1) year after it is issued. Work is required to start before the end of the one-year period. If the approved work has not been completed within two (2) years after the Certificate of Appropriateness was issued, the Commission shall review the situation and may require an application for a Certificate of Appropriateness for the work that remains to be done.

Appeal of Board's Decision

The applicant shall have a right to appeal to the City Council from a decision of the Commission denying an application for a Certificate of Appropriateness. Such appeal must be filed in writing with the Campbellsville City Clerk within fourteen (14) days after the decision of the Commission. The City Council shall hold a public hearing and shall vote on said appeal within sixty (60) days of its receipt. The City Council shall transmit its decision in writing to the applicant, the Commission, and the City Code Enforcement Officer.

Demolition

When an applicant wishes to demolish a landmark, a building or structure on a landmark site or a building or structure in the local historic district, the Commission shall negotiate with the applicant to see if an alternative to demolition can be found. The Commission may ask interested individuals and organizations for assistance in seeking an alternative to demolition and in obtaining estimates on rehabilitation costs for the threatened building. After its public hearing, the Commission may decide that a building or structure in the historic district or on a landmark site in the local historic district may be demolished because it does not contribute to the historic district or to a landmark. On all other demolition applications, the Commission shall study the question of economic hardship for the applicant and shall determine whether the landmark or property in the local historic district can be put to reasonable beneficial use without the approval of the demolition application. In the case of an income-producing building, the Commission shall also determine whether the applicant can obtain a reasonable return from his/her building. The Commission may ask applicants for additional information to be used in making these determinations. If economic hardship or the lack of a reasonable return is not proved, the Commission shall deny the demolition application unless the Commission finds grounds to grant the demolition application as outlined in under "Criteria in Deciding on Applications".

Moving a landmark or a building or structure in a Historic Preservation District

When an applicant wishes to move a landmark, a building or structure on a landmark site, or a building or structure in a local historic district or when an applicant wishes to move a building or structure to a landmark site or a lot containing a landmark, or to a property in a local historic district, the Commission shall consider:
(1) the contribution the building or structure makes to its present setting;
(2) whether there are definite plans for the site to be vacated;
(3) whether the building or structure can be moved without significant damage to its physical integrity; and
(4) the compatibility of the building or structure to its proposed site and adjacent properties.
These considerations shall be in addition to the points contained under "Criteria in Deciding on Applications".

CERTIFICATE OF APPROPRIATENESS
MINOR REVIEW LIST

Minor Review

A Minor Review consists of administrative review performed by the Staff, Chairman, Vice-Chairman of the Campbellsville Certified Local Government/Historic Preservation Commission or designee.

A Minor Review shall occur for construction and alterations which have a minor impact on the significant historical, architectural, or cultural materials of the structure and/or the district and the request is in compliance with or compatible with the Campbellsville Local Historic District Design Guidelines 2018. Applications for alterations may include the following:

1. Replacement of same or like materials for fences, gates, driveways, walkways, steps, siding, roofs, doors or windows, awnings;
2. Signage painted or attached to window surfaces;
3. Mechanical systems including heating and cooling equipment and irrigation systems; and

Any other request as determined to have minor impact or no potential detriment on the structure or historic district;

After submission of the Minor Review Application, Staff shall prepare a written report outlining the work to be accomplished and recommendation, whether approval, denial, or approval-with-conditions. A written recommendation shall be presented to the applicant within ten (10) days of the submittal of a Certificate of Appropriateness application and at the subsequent meeting of the Campbellsville Certified Local Government/Historic Preservation Commission. The Minor Review shall require no posting of a notice sign on the affected property or public hearing on the application.

Minor Review Approval/Denial

If the application is approved, the Certificate of Appropriateness shall be issued. If the application is denied, a Certificate of Appropriateness shall not be issued, however, the applicant may apply for a major review before the Campbellsville Certified Local Government/Historic Preservation Commission. If the application is approved-with-conditions, then the Certificate of Appropriateness shall be issued with the conditions noted and the applicant must meet all such conditions.

DESIGN GUIDELINES
OVERALL APPROACH AND POLICY

The Design Guidelines serve two important purposes within the context of an overall preservation plan. First, they provide the Historic Preservation Commission with uniform standards on which to base design review decisions. Secondly, they provide to property owners the necessary information about respectful rehabilitation and construction within an historic district. This information is helpful when property owners are designing alterations or planning for new construction in an established historic district.

The principal philosophy behind these Design Guidelines is the emphasis on preservation over complete restoration. This outlook is demonstrated through the use of such words as *repair, retain, maintain,* and *protect*. It is important to *repair* historic elements rather than replace them; *retain* original landscaping features like cast iron fences and stone retaining walls; *maintain* the original fabric because it is integral in displaying historic character; and *protect* the original setting of the house to protect its integrity.

Design Guidelines take into account all the aspects that define the historical character of a building and its surroundings. The Guidelines apply to all facade of a building but may be interpreted differently between rear facades and primary and secondary facades that are readily visible from the street. **Guidelines apply only to the exterior of the buildings; interior appearance is not regulated.** Preservation of the original streetscape is also important in maintaining the original character of the neighborhood.

This manual includes a map of Campbellsville's Local Historic District that shows the boundaries that these Design Guidelines govern. Chapters covering Site and Setting, Rehabilitation, New Construction; Demolition and Relocation offer recommendations for alterations following *The Secretary of the Interior's Standards for Rehabilitation*. Procedural, technical and architectural terms are clearly defined under Definitions and the Appendices include a Suggested Bibliography for further research on architectural history, historic restoration and rehabilitation, and materials conservation.

For the purpose of these guidelines, certain words shall be interpreted as follows:

"shall"	a mandatory action
"should"	a preferred action
"may"	a preferable action

D. FINANCIAL INCENTIVES

Low Interest Loans: Citizen's Bank offers variable rate loans at the Wall Street Prime Rate minus ½ percent to downtown business owners in the Renaissance Kentucky Area for facade improvements to exteriors including prep work repairs, exterior painting, tuckpointing, and windows in order to enhance the overall appearance of the historic buildings downtown.

Property Assessment Tax Moratorium for Historic Properties Ordinance 05-01. This ordinance will allow owners of rehabilitated residential or commercial properties within the Campbellsville Renaissance Kentucky Area to have no increase in their city real estate taxes while the property is being renovated during a five-year period. The ordinance was adopted on January 3, 2005.

Taxation on Abandoned Urban Properties Ordinance 05-06. This ordinance that will allow the city to tax property owners who have abandoned their property or have let it become vacant for more than one year or have not paid their taxes for more than three years. This ordinance is really used to encourage property owners to renovate their property instead of being taxed. This ordinance was adopted on September 6, 2005.

Certified Local Government - Campbellsville became a Certified Local Government in 2005 and has the opportunity to annually apply for funds to continue historic preservation efforts through a series of projects that promote surveys, nominations, planning, and preservation education.

STATE AND FEDERAL HISTORIC PRESERVATION TAX CREDITS

The Kentucky Heritage Council/State Historic Preservation Office administers the Kentucky Historic Preservation Tax Credit program in partnership with the Kentucky Department of Revenue and the Federal Historic Rehabilitation Tax Credit program in partnership with the National Park Service. Both of these credits are intended as incentives for private investment in historic buildings throughout the Commonwealth.

Kentucky historic preservation tax credits are available for buildings listed in the National Register of Historic Places or located within a historic district listed in the National Register and certified by the Kentucky Heritage Council as contributing to the historic significance of the National Register district.

The Kentucky state program offers up to 30% of qualified rehabilitation expenses as a state tax credit for owner-occupied residential properties. A minimum investment of $20,000 is required, with the total credit not to exceed $60,000.

Up to 20% of qualified rehabilitation expenses is available for all other properties including commercial, requiring a minimum investment of $20,000 or the adjusted basis, whichever is greater. Adjusted basis is the cost of purchase minus the cost of the land, minus any depreciation and plus any improvement prior to the credit. The total credit for a project cannot exceed $400,000. More information is available at: http://heritage.ky.gov/incentives/

Federal Tax Incentives for Preserving Historic Properties

The Federal Historic Preservation Tax Incentives program encourages private sector investment in the rehabilitation and re-use of historic buildings. It creates jobs and is one of the nation's most successful and cost-effective community revitalization programs. It has leveraged over $62 billion in private investment to preserve 38,000 historic properties since 1976. The National Park Service and the Internal Revenue Service administer the program in partnership with State Historic Preservation Offices.

20% Tax Credit
A 20% income tax credit is available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be "certified historic structures." The State Historic Preservation Offices and the National Park Service review the rehabilitation work to ensure that it complies with *The Secretary's Standards for Rehabilitation*. The Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit.

Each year, Technical Preservation Services approves approximately 1000 projects, leveraging nearly $4 billion annually in private investment in the rehabilitation of historic buildings across the country.

10% Tax Credit
The 10% tax credit is available for the rehabilitation of non-historic buildings placed in service before 1936. The building must be rehabilitated for non-residential use. In order to qualify for the tax credit, the rehabilitation must meet three criteria: at least 50% of the existing external walls must remain in place as external walls, at least 75% of the existing external walls must remain in place as either external or internal walls, and at least 75% of the internal structural framework must remain in place. There is no formal review process for rehabilitations of non-historic buildings.

Tax Benefits for Historic Preservation Easements
A historic preservation easement is a voluntary legal agreement, typically in the form of a deed, that permanently protects an historic property. Through the easement, a property owner places restrictions on the development of or changes to the historic property, then transfers these restrictions to a preservation or conservation organization. A historic property owner who donates an easement may be eligible for tax benefits, such as a Federal income tax deduction. Easement rules are complex, so property owners interested in the potential tax benefits of an easement donation should consult with their accountant or tax attorney. Learn more about easements in *Easements to Protect Historic Properties: A Useful Historic Preservation Tool with Potential Tax Benefits.*

E. HISTORIC ARCHITECTURAL STYLES AND BUILDING TYPES

A BRIEF HISTORY OF CAMPBELLSVILLE

Taylor County, located in south-central Kentucky, was the 100th county to be formed in 1848. Surrounded by Green, Larue, Marion, Casey, and Adair counties, it covers 284 square miles and was named for Zachary Taylor, Mexican War hero and later the 12th President of the United States.

The City of Campbellsville, which is the county seat, is located 80 miles from Lexington, Louisville, Frankfort, and Bowling Green. It was established by the Kentucky General Assembly in 1817. Campbellsville was named for Andrew Campbell who made the first town plat. He was one of five brothers who migrated here from Augusta County, Virginia. The town plat, registered in the Green County records in 1820, contained 85 lots and a public square where a courthouse was later built. See Figure 1. The first school was established in 1836 when Adam Campbell sold land on Buckhorn Creek.

Figure 1. The Plat of Campbellsville was filed in Green County Court House on March 31, 1820. See Deed Book 9, page 321. The Plat consisted of 43 acres, 1 rod and 7 poles.

In the 1830s, Campbellsville served as a stagecoach stop on the National Mail Route between Zanesville, Ohio, and Florence, Alabama. The stage lines connecting Lebanon, Campbellsville, Columbia and Greensburg became feeder lines to the railroad when it came to Lebanon in the 1850s. After a rail spur between Lebanon and Greensburg was opened by the Cumberland & Ohio Railroad in 1879, Campbellsville entered a new era of development. By 1890, the population reached 1,018. By 1892, a flour mill, sawmill, and a woolen and carding mill were operating as well as a lumber company, bank, newspaper and two hotels.

By 1914, Campbellsville had an electrical power company, gas company, and water works. Fires in 1911 and 1914 destroyed many of the town's early buildings. In 1948, the Union Underwear Company came to Campbellsville and spurred economic growth. By 1989, the plant that manufactured Fruit of the Loom products

was the world's largest producer of men and boys' underwear and the second largest textile plant in the U.S. The plant closed in 1998.

Campbellsville is an important manufacturing, medical and recreational center in south-central Kentucky. It is a third-class city with an estimated 2018 population of 11,415.

BACKGROUND OF CAMPBELLSVILLE'S LOCAL HISTORIC DISTRICT DESIGN GUIDELINES

The Campbellsville's Historic Commercial District was listed in the National Register of Historic Places in 1983. One year later, the City of Campbellsville became involved in the Kentucky Main Street program. The city currently remains a member of the Kentucky and the National Main Street Programs.

In October 2002, the City Council appointed members to the Campbellsville Historic Preservation Commission. The City of Campbellsville was designated a Certified Local Government in November 2005. In December 2006, the City adopted a Historic Preservation Ordinance. This ordinance was amended on January 8, 2015 and again on January 4, 2016. The Campbellsville Certified Local Government/Historic Preservation Commissioners support this ordinance.

In December 2006, the Campbellsville City Council adopted the Campbellsville Local Historic District Design Guidelines based on the Campbellsville Local Historic District Designation Report that was prepared using Certified Local Government grant funds administered by the State Historic Preservation Office.

The Campbellsville Local Historic District was resurveyed using Certified Local Government grant funds between 2012 and 2013. Kentucky Individual Building Survey Forms (KHC-2011-1) were completed and submitted to the State Historic Preservation Office. Copies of the forms have been archived at several locations in Campbellsville. Since that time, these forms have been used by numerous people and are an asset to our community.

On January 23, 2017, the Campbellsville Historic Preservation Commission made revising and updating Campbellsville's Local Historic District Design Guidelines 2006 a priority at their meeting. The City of Campbellsville received Certified Local Government funding from the State Historic Preservation Office in August 2017. Between October 2017 and March 2018, the area surrounding the Local Historic District and the entire Main Street area was surveyed to determine whether the district boundaries should be modified. In early 2018, the Campbellsville Historic Preservation Commission agreed to retain the exiting boundaries.

The Campbellsville Local Historic District Design Guidelines were revised in 2018 during a series of public meetings. The new Design Guidelines herein will address topics in easy to understand language, incorporate a new numbering system, and add new photographs to enhance the verbiage.

These Design Guidelines will help property owners, tenants, realtors, historians, and the general public understand that historic buildings need to be maintained and well cared for so that there will not be demolition by neglect. It will also help to maintain the historic character and overall appearance of the Local Historic District. The newly revised Campbellsville Local Historic District Design Guidelines 2018 has been reviewed and approved by the State Historic Preservation Office and will be available to the general public at the Certified Local Government Administrator and Main Street Directors Offices, and on our website: www.campbellsvilledowntown.org.

PREDOMINANT ARCHITECTURAL STYLES

The following architectural styles are predominantly found in Campbellsville's Local Historic and National Register Historic Districts. The architectural styles are based on the most recent historic resources survey that took place in 2017-2018 that was funded in part by a Certified Local Government grant administered by the State Historic Preservation Office. An approximate period of construction is noted for each style as well as a brief description of the stylistic characteristics and a list of some of its common features. Some of the character defining features may not be seen in each figure. The address and actual construction date are given for each highlighted figure that represents the style within the districts. "Resources for Further Reading" provides a list of various resources to glean additional information about each style.

STYLE: FEDERAL/ADAM, CIRCA 1865-1936

Traditionally named Adamesque for the work of Scottish brothers named Adam, it is known as the Federal style in the United States. The buildings are generally square or rectangular, brick or wood-frame with low pitched roofs, semicircular fanlights, and sidelights.

COMMON FEATURES:

- Low pitch side gabled or hip roof
- Symmetrical façade three-seven bays wide
- Semicircular fanlight over the front door
- Paneled entry door
- Brick or wood-frame with weatherboards
- Simple box form one or two rooms deep

Figure 2. 204 Columbia Avenue
Old Taylor County Clerks' Office, TAC-8, 1865-1866

Figure 3. 321 E. Main Street, Old Post Office, TAC-48, 1936

Figure 4. 402 E. Main Street, Ingram House, TAC-1, 1870s

RESOURCES FOR FURTHER READING ON FEDERAL/ADAM STYLE

- For information on the Federal/Adam style, see Virginia McAlester 1990, *A Field Guide to American Houses*, pgs. 152-167.
- For information online about the Adam style, please visit: https://www.thoughtco.com/house-style-guide-american-home-4065233 or https://www.wentworthstudio.com/historic-styles/federal

STYLE: RICHARDSONIAN ROMANESQUE, CIRCA 1870-1910

Named for Henry Hobson Richardson in the 1870s and 1880s, the Romanesque style became uniquely American. Known for its wide round arches over windows and doors, deep set windows, bands of transom windows, and short robust columns are characteristic of the Richardsonian Romanesque style.

COMMON FEATURES:

- Round-topped arches
- Conical roof
- Asymmetrical façade
- Brick or stone walls
- Ribbon of transom windows
- Deep set windows

Figure 5. 102 E. Main Street, Merchants Hotel, TAC-2, 1909

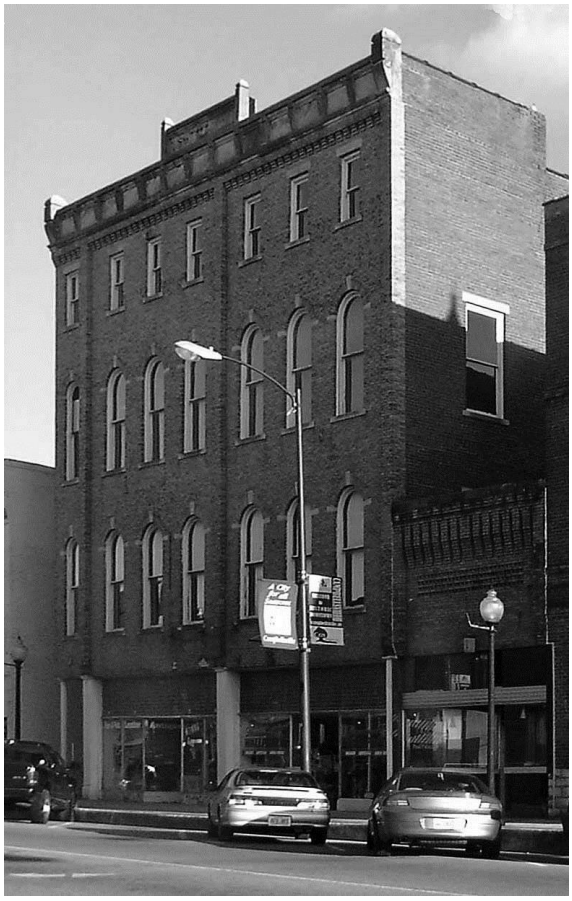


Figure 6. 110-112 E. Main Street
Willock Building, TAC-45, 1905

RESOURCES FOR FURTHER READING ON RICHARDSONIAN ROMANESQUE STYLE

- For information on the Richardsonian Romanesque style, see Virginia McAlester 1990, *A Field Guide to American Houses*, pgs. 300-307.
- For information online about the Richardsonian Romanesque style, please visit: https://www.thoughtco.com/the-romanesque-revival-house-style-178010 or https://www.wentworthstudio.com/historic-styles/richardsonian-romanesque/

STYLE: ITALIANATE, CIRCA 1865-1900

The Italianate style was among the most popular mid-to-late nineteenth century style in America. The architecture of Italy inspired the building style that was immensely popular ten years before the Civil War and became a national style in the 1850s. The plans of Alexander Jackson Davis circulated in Andrew Jackson Downing's books helped make the style popular.

The development of cast iron and pressed metal technology in the mid-19th century permitted economical mass production of decorative features that few merchants could afford in carved stone.

COMMON FEATURES:

- Symmetrical facade
- Two stories in height
- Brick exterior walls
- Prominent bracketed cornice
- Tall narrow windows with decorative hoods molds
- Rounded window tops
- Low-pitched hip roof with wide eaves and decorative brackets

Figure 7. 111 E. Main St. Bank of Campbellsville, TAC-13, 1887

Figure 8. 117-119 E. Main Street
Caulk Hardware, TAC-15 & TAC-16, 1885

Figure 9. 121 E. Main Street, Tucker Diamonds & Gold, TAC-17, 1885

RESOURCES FOR FURTHER READING ON ITALIANATE STYLE

- For information on the Italianate style, see Virginia McAlester 2013, *A Field Guide to American Houses*, pgs. 210-229.
- For information online about the Italianate style, please visit:
  http://architecture.about.com/od/housestyles/a/Italianate-style.htm or
  https://www.wentworthstudio.com/historic-styles/italianate/

STYLE: GOTHIC REVIVAL, CIRCA 1840-1880

The Gothic Revival style became a prominent architectural style for modest residences and churches across the United States. Steeply pitched roofs, pointed arched windows, colored glass, towers and battlements are character defining features of this style.

COMMON FEATURES:

- Asymmetrical floor plan
- Steeply pitched roof
- Tall, narrow, pointed arched windows
- Tower with battlements
- Leaded colored glass windows

Figure 10. 205 N. Columbia Avenue
Campbellsville Civic Center, TAC-7, 1889-1890

Figure 11. 502 E. Main Street
Bethel Presbyterian Church, TAC-51, 1882-84

RESOURCES FOR FURTHER READING ON GOTHIC REVIVAL STYLE

- For information on the Gothic Revival style, see Virginia McAlester 2013, *A Field Guide to American Houses*, pgs. 196-209.
- For information online about the Gothic Revival style, please visit: https://architecturestyles.org/gothic-revival/ or https://www.thoughtco.com/victorian-gothic-house-styles-178207

STYLE: COLONIAL REVIVAL, CIRCA 1900-1955

The Colonial Revival style was the dominant architecture style during the first half of the twentieth century. The style is eclectic because it combines various design features from different types of Colonial houses to create a new style. Colonial Revival style houses were built in Kentucky up until the early 1950s, when the style was superseded by the ranch house.

COMMON FEATURES:

- Rectangular plan
- Symmetrical front façade
- One-to-two stories tall
- Brick or horizontal wood siding
- Accentuated front door with a pediment roof
- Side gabled or hip roofs
- Pilasters or columns to form an entry porch
- Fanlights and sidelights
- Multi-paned windows
- Little to no roof overhang

Figure 12. 317 E. Main Street
First United Methodist Church, TAC-25, 1920-1921

Figure 13. 508 E. Main St. Wayside Inn, TAC-308, prior to 1915

RESOURCES FOR FURTHER READING ON COLONIAL REVIVAL STYLE

- For information on the Colonial Revival style, see Virginia McAlester 2013, *A Field Guide to American Houses*, pgs. 320-341.
- For information online about Colonial Revival styles, please visit: https://www.wentworthstudio.com/historic-styles/colonial-revival/

STYLE: CRAFTSMAN/BUNGALOW, CIRCA 1900-1930

The Craftsman style was inspired by two brothers, Charles Sumner Greene and Henry Mather Greene, who designed bungalows in Pasadena, California. They offered pre-cut packages of lumber and detailing to be assembled by local labor. The one-story Craftsman house became the most popular and fashionable small house in America in the early twentieth century.

A typical bungalow is a one-story house with a gently pitched roof that extends over the porch supported by tapered wood columns on brick piers.

COMMON FEATURES:

- One-story tall
- Rectangular plan
- Low-pitched gable roof
- Exposed rafter ends
- Tapered wood columns on brick piers
- Exterior chimneys
- Partial or full width front porches

Figure 14. 411 E. Main, Street, Leona Walling House, Magnolia Alley, TAC-285, circa 1901

RESOURCES FOR FURTHER READING ON CRAFTSMAN/BUNGALOW STYLE

- For information on the Craftsman style, see Virginia McAlester 1990, *A Field Guide to American Houses*, pgs. 452-463.
- For information online about Craftsman style, please visit: https://www.wentworthstudio.com/historic-styles/american-bungalow/

Figure 15. East Main Street parallel and diagonal parking.

SUMMARY

The Campbellsville Commercial Historic District is comprised of a cohesive group of one- two- and three-story historic buildings that were primarily constructed during the early-twentieth century. We encourage the preservation, reuse, adaptation and incorporation of these historically significant buildings into new development projects.

The streetscape in Campbellsville is characterized by primarily two-way two-lane streets bordered by handicap accessible curbs, concrete sidewalks, pedestrian and streetlights, and clusters of historic commercial buildings. Several bump outs at cross street intersections are brimming with vegetation. Decorative planters, located on the sidewalks near buildings, are filled with seasonal foliage that is maintained by property owners and the city.

Well maintained grassy lawns are situated in front of several residential, commercial and governmental buildings that are set back from the street. Common landscape elements include planters, shrubbery, flowers, pedestrian lighting, hanging flowerpots, banners, sidewalks, handicap accessible curbs, and parking areas. A limited number of mid-twentieth century houses have detached garages that were built when the house was constructed or later. Historic garages are typically located in the rear of the lot and are accessed by driveways from the main street.

Originally the street, driveways and parking lots were built of dirt, logs, concrete, or gravel. Today, they are primarily covered with asphalt. On-street parking in front of businesses is typically found in this area. With an increased demand for parking, several parking lots have been developed behind blocks of commercial buildings. These parking lots do not detract from the visual character of the district.

Streetscape improvements were selected for their simplicity and durability. Diagonal parking spaces were situated on the north and south sides of East Main Street prior to a streetscape survey in 2005. After that time, the parking spaces on East Main Street between Columbia and Central Avenues changed to parallel parking on the south side of East Main Street with diagonal parking on the north side of East Main Street.

This produced wider vehicular lanes and promoted easier traffic flow.

Pedestrian alleyways between buildings have been improved with archways, seating, foliage and lighting. This has encouraged more pedestrian oriented seating areas in an attractive environment as well as beautifying the downtown commercial district.

Before investing in street furniture, sidewalk materials, or handicap accessible curbs, another streetscape study should be undertaken to include bicycle pathways and other forms of movement through the downtown historic district. The longevity and lifespan of the proposed improvements should enhance the current ambiance while improving the pedestrian and vehicular traffic flow in this area. The following guidelines are intended to promote the historic character and aesthetic integrity of the historic district.

1.1. PARKING AND DRIVEWAYS

Recommended:

1.1.1. Customer on-street parking in front of and along the sides and rear of businesses is encouraged.
1.1.2. Business owners and employees should park in designated parking lots nearby but not in front of their business or on the main traffic corridors.
1.1.3. New parking areas/lots shall be located so that the primary façades of historic buildings are not obscured.
   a. Acceptable paving materials include brick, concrete, concrete aggregate, patterned concrete, concrete pavers, permeable interlocking concrete pavers, porous paving, permeable pavers are encouraged in place of asphalt.
1.1.4. Areas exposed to public street traffic that is used for parking may be landscaped with ground cover and plantings.
1.1.5. Enhance new and existing parking areas with lighting and foliage to improve the overall appearance in the district.

Figure 16. Customer parking on the side of a business. See guideline 1.1.1.

Not Recommended:

1.1.7. Parking in front of a business for an entire day without moving the vehicle.
1.1.8. Business or property owners and employees parking in front of their own business during business hours.
1.1.9. Dimly lit parking lots with tall foliage and/or dark recessed areas.

1.2. SIDEWALKS

Recommended:

1.2.1. Promote easy access for all pedestrians by eliminating pathway obstructions including trash and ash receptacles, sandwich boards, planters, pedestrian lighting, tables and chairs and electrical outlets.
1.2.2. Make all curbs at intersections handicap accessible if possible.
1.2.3. Provide handrails at areas where there is a drop off into the street of more than 9".
1.2.4. Preserving elements of the existing historic streetscape, such as sidewalks, paving, and curbs should be accomplished through periodic repair, resetting, and maintenance.
1.2.5. New streetscape improvements should be undertaken where elements of the streetscape do not exist that are compatible in style, materials, and scale to the character of the historic district.
   a. Street furniture, such as benches, planters, and trash/ash containers are encouraged that are similar in design, size, and scale to character of the historic district.

Figure 17. Bench and trash/ash can street furniture.
See guideline 1.2.5.a.

1.2.6. Public utilities and other elements, such as power poles and transformer vaults, should be placed where they are least visible and should be screened by landscaping, fences, and/or walls when possible.
   a. Overhead wires should be placed underground whenever possible.

Not Recommended:

1.2.7. Placing large planters, temporary signage, street furniture, electrical cords, and other items that could cause a pedestrian to trip or fall.

1.2.8. The addition of elements, such as concrete canopies, oversized kiosks or gazebos, unless there is evidence from historic photographs.

1.3. LIGHTING

Recommended:

1.3.1. Exterior lighting should be designed to enhance the building, sidewalk, and overall appearance of the historic district.
   a. Light sources should be shielded where possible to avoid direct glare.
1.3.2. Preserve and maintain all existing original light fixtures when possible.
1.3.3. If historic light fixtures can be accurately documented through photographic evidence and duplicated, the historic fixture should be installed in a manner similar to its original purpose and location.
   a. If no documentation of a historic light fixture is available, or a historic fixture cannot be duplicated, then a contemporary light fixture should be selected based upon examples within the district.
1.3.4. Contemporary light fixtures should be simple in design and compatible in scale with existing architectural features but should not imitate a period.

Figure 18. New historic style pedestrian light fixture is similar to the other pedestrian light fixtures on E. Main Street. See guideline 1.3.3. The tall contemporary streetlight is similar to all other tall streetlights. See guideline 1.3.4.

1.3.5. Light fixtures, mounted on exterior walls or in the ground, should be brass, copper or painted metal on posts of wood, cast iron or painted metal.
1.3.6. Security light fixtures and small footlights that are simple and unobtrusive in design are preferable to freestanding post-mounted lights for walkways and driveways.

1.4. LANDSCAPING

Recommended:

1.4.1. Maintain all existing landscape elements.
   a. Retain and protect mature shade trees.

1.4.2. Removal of any established tree, which is visible to the public, must be reviewed and approved by the Commission. When considering tree removal, the Commission will consider the age, size, and location of the tree(s).
   a. Trees approved for removal must be replaced. The replacement tree should be installed within one year after the certificate of appropriateness is issued.

1.4.3. Native plants, trees, and shrubs should be planted if possible, and local historic landscape patterns should be preserved.
   a. Landscaping should not conceal or obscure the primary facade of an historic building.
   b. Hedgerows and shrubs in the front of a primary façade should be trimmed so they do not obscure the view of the main façade.

1.4.4. All undeveloped or underutilized areas shall be maintained in a landscaped condition. Landscape elements considered include all forms of planting and vegetation, ground forms, rock groupings, water patterns and other visible elements except principle buildings and accessory buildings.

Figure 19. Landscaping element at alleyway with water fountain and seating area. See guideline 1.4.4.

   a. Plant materials should be selected for interest in its structure, texture, color and mature size. Provision of shade in paved areas is encouraged.
   b. Landscape treatment should enhance architectural features, strengthen views and provide shape or form to outdoor spaces.

1.4.5. Roots of certain trees, shrubs, and other plantings can damage historic foundation walls. When selecting plantings, be certain that the plants' roots will not impact the historic building.

a. Creeping or climbing cover plantings are not permitted to grow on historic buildings as they can damage the exterior wall materials.
b. If creeping or climbing cover plantings has already grown on an exterior wall, take care when removing such plantings to minimize damage to the building's historic fabric.
c. Non-invasive climbing cover plantings or other plantings should be used to screen existing chain link or wire fences. These plantings shall not have an adverse impact on any historic building or visual quality of the historic district.

1.4.6. Curb treatments, low walls or railings, decorative pavers, planters, trees, lighting, and other landscaping elements that visually and physically separate spaces is encouraged.

Figure 20. Decorative pavers visually separate spaces. See guideline 1.4.6.

1.4.7. Permeable paving or pavers which maintain moisture in the soil, should be used for new walkways in grassy areas. Such pavers include brick, stone and concrete pavers. Gravel shall not be used as a permeable paver.
a. Areas between the sidewalk and the building, if any, shall be planted with a ground cover and/or plants.
b. Spaces between the curb and the sidewalk, if any, shall be planted with ground cover or paved with an approved paving material.

Figure 21. Landscaping at bump out between curb and sidewalk. See guideline 1.4.7.b.

1.4.8. Historic garden ornaments, walkways, or gazebos shall be preserved and maintained.
   a. New garden ornaments, gazebos, and walkways should be placed in the rear yard or an area not visible from the public right-of-way.

1.4.9 Any new parking lots, existing parking lots or parking areas, or newly repaved parking lots may be landscaped.
   a. In all cases, applications for new construction should submit a complete landscape plan for review.

1.5. FENCES AND RETAINING WALLS

Recommended:

1.5.1. Preserve and maintain original historic fences and retaining walls.
   a. Periodically inspect fences and retaining walls to ensure that soil build-up is not causing the wall to lean or materials to deteriorate.

1.5.2. New fences in historic materials and designs, such as cast iron, painted aluminum, and picket wood fences may be installed in front of primary facades
   a. New fences situated in front of a primary façade should not exceed 42" in height or obstruct a primary façade's visibility from the street.
   b. New fences should be compatible in design and materials with the historic building that are constructed on the front and exterior side lot lines and are visible from the public right-of-way.

1.5.3. New retaining walls shall be built of brick, stone, concrete block, or poured concrete, and shall not be constructed of railroad ties.

1.5.4. Wood privacy fences and solid wall fences of painted or stained wood, brick, stone or concrete may be built to a height of seven (7) feet tall maximum along the interior side and rear property lines.
   a. Solid wooden board fences, solid wall fences and chain link fences should be screened by trees, shrubs or low foliage so that they are not visible from the public right-of-way.
   b. A fence may be reconstructed if there is historic photographic evidence that it was in place during the property's period of significance.
   c. Ivy or other creeping cover is recommended to screen and soften the look of existing chain link or wire fences.

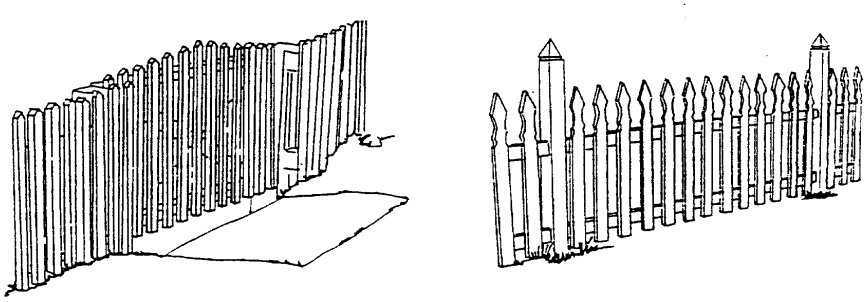


Figure 22. Traditional picket fences. See guideline 1.5.1.

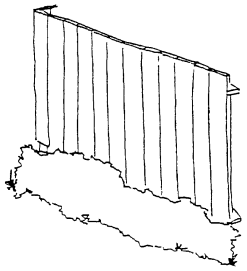


Figure 23. Appropriate plank fence. See guideline 1.5.4.

Not Recommended:

1.5.5. Exposed solid wooden board fences, solid wall fences, railroad ties, and chain link and/or wire fences that are not screened by trees, shrubs or low foliage and are visible from the public right-of-way.
   a. Vinyl, composite, or plastic fences shall not be installed in front of historic buildings in the historic district.
   b. Wooden split rail fences associated with rural historic properties are not appropriate in the historic district.

1.6 PUBLIC ART AND SCULPTURES

Recommended:

1.6.1. Public art should be integrated into the historic district to enhance the built environment and contribute to the area's overall appearance.
1.6.2. Existing public sculptures and artwork should be maintained, preserved, and protected.
1.6.3. New public sculptures and artwork should be of high-quality materials and of contemporary design compatible with the district.

Not Recommended:

1.6.4. Public sculptures and artwork should not dominate the areas where it is placed, except where designed to accentuate a focal point.
1.6.5. Attaching a sculpture or artwork on the primary façade of a historic building.
1.6.6. Attaching a sculpture or artwork on a historic building or site without approval from the property owner and the Commission.

1.7. RECREATIONAL STRUCTURES, OUTBUILDINGS, AND BUILDING ACCESSORIES

Recommended:

1.7.1. Swimming pools, tennis courts and other recreational structures and facilities shall be located in the rear area. Yards should be screened with fencing or landscaping to cover recreational structures from public view.
1.7.2. Original outbuildings such as sheds and garages should be maintained and preserved.
   a. Repair and/or replace original elements in similar materials, design and scale.
1.7.3. Replacement of outbuildings should be of frame construction-simple clapboard siding, gable roofs, and multi-light sash windows. New brick or stone outbuildings are acceptable if they are located in the rear yard or along an alley.

a. Repair and/or replace a deteriorated wood outbuilding with materials similar in design, scale and pattern.
b. Prior to demolition, document an outbuilding through photography and/or drawings.

1.7.4. New outbuildings should be constructed of wood-frame, with clapboard siding, gabled roofs and single or multi-light sash windows. New brick or stone outbuildings are also acceptable.

1.7.5. Security bars may be installed behind storefront windows if they do not obscure the architectural character of the original openings or damage historic fabric.
a. Commercial security grilles should retract out of sight during business hours.
b. Painting security bars a color that is compatible with the exterior building colors.

Not Recommended:

1.7.6. Demolition of wood outbuildings that require extensive repair.

1.7.7. Satellite dishes, radio antennae, and other signal receiving devices should not be constructed to be visible from the public right-of-way. Rear areas are the only appropriate location for satellite dishes and similar devices. Satellite dishes should be screened from public view with landscaping or a fence.

RESOURCES FOR FURTHER READING

For more information on site and setting see the following Preservation Briefs.

- Kentucky Native Plant Society: http://www.knps.org/index.html
- Stewart Iron Works: http://www.stewartironworks.com/
- NTHP Greening Public Spaces: http://www.preservationnation.org/main-street/main-street-news/2009/04/greening-public-spaces.html#.VT6cDU1FCM8
- Accessible, Sustainable, and Economical Brick Streetscapes presentation: http://www.preservationnation.org/main-street/training/conference/2015-atlanta/monday-/Rulebreakers-Guide-to-Accessible-Sustainable-and-Economical-Brick-Streetscapes-031615.pdf

TWO: GUIDELINES FOR EXTERIOR WALLS

Figure 24. Exterior masonry walls on East Main Street.

SUMMARY

Exterior building walls provide the primary visual character of a historic district. Maintaining exterior walls are important in preventing unwanted water and interior building air infiltration. The National Park Service notes that, "The primary maintenance objective is to keep walls in sound condition and to prevent water penetration, insect infestation, and needless decay. Depending on the materials and construction methods, walls should have an even appearance, free from unwanted cracks, and should be able to shed excess moisture. Where surfaces are significantly misaligned or where there are bulging wall sections or cracks indicative of potential structural problems, seek professional guidance as to the cause of distress and appropriate corrective measures. Wood-frame construction generally will require more frequent maintenance than buildings constructed of brick, stone, or terra cotta" (Preservation Brief 47, 7).

A building's structural system is usually not visible on the exterior unless the building is constructed of a full brick masonry wall where several rows of brick are placed parallel to one another and tied together through various bonding patterns. This type of masonry was predominant in nineteenth century construction.

Wood-frame buildings, typically constructed with a braced frame or combination frame and clad in weatherboard or wood shingles, were also prevalent in Campbellsville in the late-nineteenth and early twentieth centuries, however, the majority of these building were destroyed in the downtown commercial district during the fire in 1911.

Buildings were constructed of a balloon frame structural system, which was cheaper than either full masonry or traditional wood framing methods, in the early 1920s. This lightweight structural system could be clad in brick or stone veneer as well as traditional wood weatherboard. Although it is difficult to see a building's structural system, most balloon frame buildings constructed after 1920 were not full brick or stone masonry. After the turn of the century, materials such as reinforced concrete block, poured concrete, and hollow clay tiles were utilized as exterior building materials. Prior to 1950, concrete was not a standardized material and, like historic bricks, are porous.

Stucco can be easily placed over any of the structural system noted above. Stucco is defined by the National Park Service as, "a type of exterior plaster applied as a two-or-three-part coating directly onto masonry or applied over wood or metal lath to a log or wood frame structure" (Preservation Brief 22, 1). Although it has been used since the early nineteenth century in various applications, stucco became a highly popular wall covering after 1900. Unlike the earlier stucco finishes, stucco applied after 1920 tended to be done over metal lath, rather than wood lath.

Exterior walls in Campbellsville are typically comprised of brick or stone masonry, brick or stone veneer, concrete block, or stucco covered surfaces. With proper maintenance, these walls can serve for many more years to come. However, in some instances, it will be necessary to remove and replace portions of historic wall materials in order to preserve the building. In these cases, traditional natural materials are more appropriate and cost-effective solutions over the long-term. The guidelines that follow demonstrate best practices for preserving and maintaining exterior building walls in Campbellsville's historic districts.

Foundation walls form the basis of an historic building's structural system. Depending on the type of construction they are supporting, wood, brick, or stone foundation walls are typically constructed in a trench specifically excavated for this purpose. For most nineteenth century brick or stone buildings with several stories, the underlying masonry (stone or brick) foundation wall is wider and of heavier materials to carry the load above.
By the early-twentieth century, builders began to utilize poured concrete and concrete block as foundation walls. Virginia McAlester explains this type of foundation wall as, "monolithic concrete walls made of concrete beams poured in place and reinforced with internal steel rods." (McAlester 2013, 36). Rusticated concrete block walls may well have their origin in a Sears concrete block making machine or catalog, which were extremely popular in the very late-nineteenth and early-twentieth centuries. After the mid-century, foundations were commonly constructed of concrete slabs, which are a thin, monolithic poured concrete foundation that was so sturdy that the use of steel rods was no longer necessary. Usually there were no rooms, such as a cellar or basement, below the slab.

Foundation walls in Campbellsville are typically made of brick, stone, concrete block, or poured concrete. Most extant historic buildings in Campbellsville are constructed on continuous foundation walls. Given their essential role in the stability of a historic building, preserving foundation walls is an important part of historic building maintenance in the districts. The following guidelines demonstrate best practices for caring for your building's foundation walls.

2.1. FOUNDATION WALLS

Recommended:

2.1.1. Foundation walls should be preserved and maintained.
   a. Poured concrete and concrete block foundation walls should be inspected at least once a year on the interior and exterior, to assess excessive dampness, cracking and settlement, and the general condition of the wall.
   b. Concrete foundations should be painted or stuccoed.

2.1.2. Foundation walls should be kept free from plant roots or vegetation that could undermine their stability.

2.1.3. Foundation walls should be inspected at least once a year on the interior and exterior for excessive dampness, wall settlement, and to evaluate the condition of the masonry units and mortar joints.
   a. The grade at the foundation should slope away from the foundation wall to prevent moisture infiltration.

2.1.4. All repairs and maintenance revealed by inspection should be addressed before additional deterioration takes place.
2.1.5. Inspect gutters and downspouts to make sure that downspouts are not discharging into the foundation walls.
2.1.6. Replacement foundation walls shall match the historic design and materials of the original foundation walls.
2.1.7. Unpainted foundation walls shall not be painted unless extensive repairs have led to the patchwork of masonry surfaces and mismatched mortar.
   a. Brick, stone, or concrete foundation walls that were historically painted, stuccoed, or parged may be restored back to their historic condition.

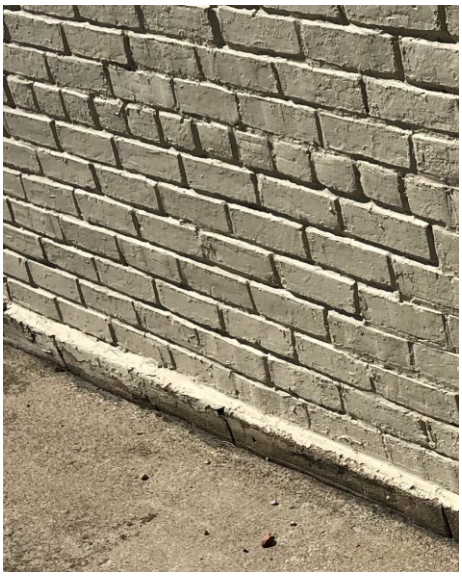


Figure 25. Historically painted foundation walls may be restored back to their original condition. See guideline 2.1.7.a.

Not Recommended:

2.1.8. Altering or concealing original foundation materials with modern materials.
   a. Covering existing foundation walls with new stone, brick veneer, rolled asphalt, or a stamped metal screen.
2.1.9. Painting historically unpainted foundation walls.

2.2. FAÇADE MATERIALS

Recommended:

2.2.1. Original building materials should be preserved and maintained.
2.2.2. Façade materials should reflect typical materials used in the historic district.
2.2.3. Replacement building materials should closely match the existing traditional building materials.
2.2.4. Historic building details may be restored or recreated if there is photographic evidence that clearly shows the details.
   a. Details that contribute to the design of the building should be retained, repaired, replaced or duplicated if deteriorated beyond repair.

b. Raised details and projections may be enhanced by color to highlight the feature(s) if they were painted historically.

Figure 26. Raised details may be enhanced by color to highlight the features. See guideline 2.2.4.b.

2.2.5. Historically unpainted masonry walls should not be painted.

2.2.6. Previous alterations that contribute to the character of the district should be retained.

a. Alterations that cover original building materials should be removed and the original materials should be maintained, repaired or replaced with similar materials.

b. Existing alterations that do not contribute to the building or historic district may be carefully removed so they do not damage the existing historic materials.

c. Facade veneer materials that are not original to the building may be removed if new replacement materials or the repair of existing historic materials can be done appropriately.

2.2.7. Ordinary maintenance or repair of an exterior feature that does not involve a change in the design, material or outer appearance is encouraged.

2.2.8. Physical deterioration will cause a detrimental effect upon the character of the district and/or the structural viability of the building. To prevent material and building deterioration, periodic inspections and maintenance is encouraged.

a. Periodically inspect the following: exterior walls or other vertical supports; roofs or other horizontal members; downspouts and gutters or other water repelling devices; exterior chimneys; fences; exterior finishes such as shingles, stucco, paint and mortar; the ineffective water-proofing of the property including broken windows or doors; any architectural features that create or permit a hazardous or unsafe condition; and any architectural feature which contributes to the architectural and historic significance and/or integrity of the structure.

Not Recommended:

2.2.9. Removing or altering any building material or distinctive architectural feature that contributes to the building and historic district.

a. Allowing a building or structure to fall into a state of disrepair which may result in the deterioration of materials or architectural features which contribute to the structural integrity and/or historic character.
b. Concealing or replacing historic exterior walls with stucco, artificial stone, aluminum, vinyl, rolled asphalt, asphalt composition shingles, parging, or EIFS (Exterior Insulation and Finish Systems).

2.3. MASONRY

Recommended:

2.3.1. Original masonry should be well maintained, preserved and kept in good condition.
   a. Inspect masonry walls annually for deterioration.
   b. Carefully remove climbing plants from exterior masonry walls.
2.3.2. Repair masonry instead of replacing it. In the case of necessary replacement, new masonry should match existing masonry in color, texture, profile and bond.
2.3.3 Repoint unsound, loose, settled or cracked masonry joints with mortar that matches the original in composition and appearance. New mortar joints should be raked to match the original profile.
   a. When repointing historic masonry walls, the original tooling configuration, joint width and depth, and mortar color should match the original mortar as close as possible.

Figure 27. When repointing masonry, match the original mortar in color, width, tooling, profile and appearance. See guideline 2.3.3.e.

   b. Carefully remove only unsound mortar joints by the gentlest means possible with hand tools that are narrower than the mortar joint in order not to scar the adjacent masonry.
   c. Brick masonry walls constructed before 1920 will likely use a lime-mortar based mix. Repointing work shall also use a lime-mortar based mix.
   d. Brick veneer or concrete block walls constructed after 1920 are more likely to be machine-made brick that originally utilized a Portland cement. A Portland cement-based mix should be used to repoint this type of wall.
   e. When repointing masonry, match the original mortar in color, width, tooling, profile, and appearance.

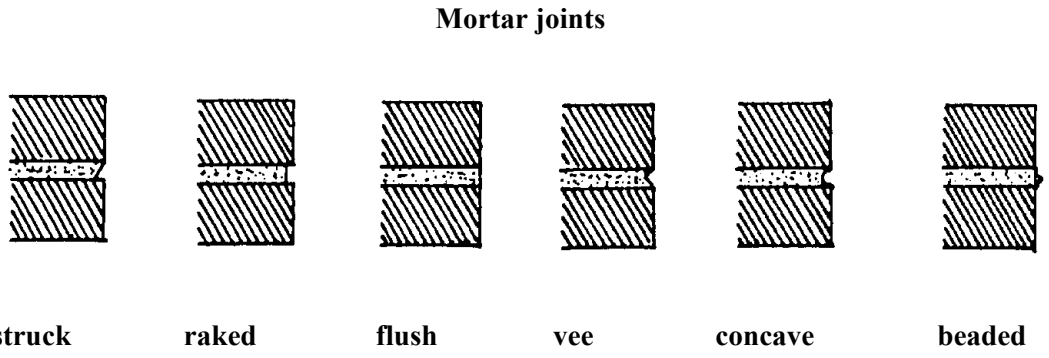


Figure 28. Typical mortar joints.

2.3.4. When replacing a section of brick wall, match the existing bonding pattern, coursing, color, size, strength and pointing mortar. Bricks should always be toothed-in to historic brickwork to disguise the joint between new and old. Make sure exterior replacement bricks are suitable for exterior use.

a. New masonry units that replace broken units shall match the original units in dimension, appearance, bonding system, strength, color, and texture.
b. Surface damage to masonry damaged may be removed and replaced with similar unit in size, dimension, color and mortar joint.
c. Maintain existing masonry bonding pattern when replacing a section of masonry.

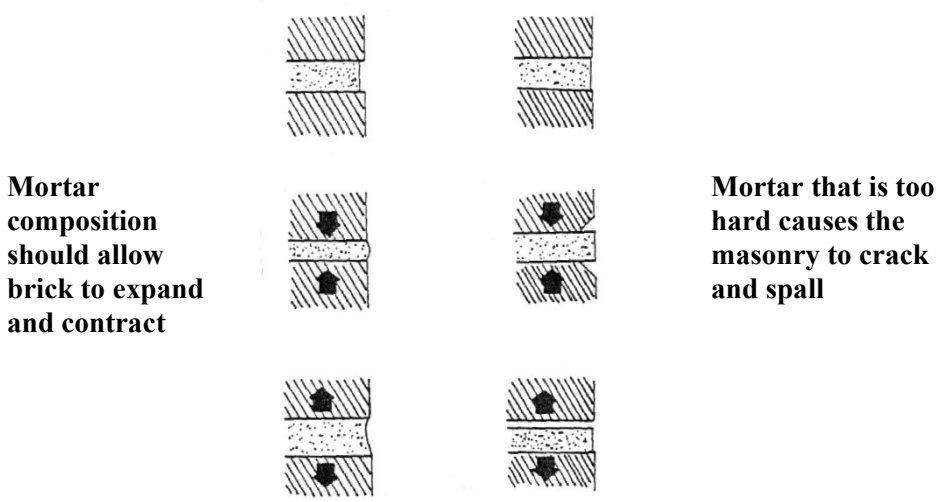


Figure 29. Mortar composition.

2.3.5. To retard deterioration, clean masonry walls by removing soiled materials that may be damaging the masonry; conduct a condition survey of the masonry and accurately match repointing mortars or patching compounds.

a. Clean masonry walls when deemed necessary by the gentlest means possible. Use low-pressure water or steam cleaning with a mild detergent and a natural (never metal) bristle brush. Commercially available chemical cleaners or paint removers may be used in combination with water or steam. A test patch of the intended cleaning agent should be

conducted and allowed to weather for a period of time in order to determine if the cleaned area will not be adversely affected by wet or freezing weather or by any by-products of the cleaning process.

b. When using a new method of paint removal, test a small area first on a non-street visible façade to determine that the wall surface will incur no damage.

2.3.6. Document architectural features through photography that are slated for reconstruction prior to the removal of any historic fabric.

2.3.7. Masonry walls may be painted if they were painted historical or if extensive repairs have led to a patchwork of masonry surfaces and mismatched mortar.

Not Recommended:

2.3.8. Concealing or replacing exterior masonry walls with stucco, artificial stone, aluminum, vinyl, rolled asphalt, asphalt composition shingles, parging, or EIFS (Exterior Insulation and Finish Systems).

a. Removing or concealing exterior masonry elements.
b. Painting masonry walls that were not painted historically.
c. Removing paint by power washing and sandblasting.
d. Mixing brick bonds on a façade visible from the public right-of-way.
e. Applying waterproofing, water-repellents, or other non-historic coatings, such as stucco to a masonry surface as a substitute for repointing and masonry repairs. These coatings are frequently unnecessary, expensive and may change the appearance of historic masonry as well as accelerate its deterioration.
f. Applying mortar that extends over any part of the brick or masonry surface.
g. Removing all mortar joints, sound and unsound, in an effort to achieve a uniform appearance.
h. Using abrasive cleaning methods. These methods can cause damage that is difficult to fix, such as removing the hard-outer layer of brick to expose the softer inner layer to weathering and deterioration.
i. Using power tools, such as rotary saws and drills, to remove deteriorated mortar joints. They have the potential to scar adjacent masonry.
j. Cleaning masonry walls to remove the effects of weathering over time. This natural patina acts as a protective coating and creates a characteristic texture, color, and appearance.
k. Sandblasting or using any abrasive method to clean exterior masonry surfaces. Sandblasting or high-pressure cleaning methods removes the outer patina or "crust" of the brick and exposes the soft inner core that can lead to deterioration.

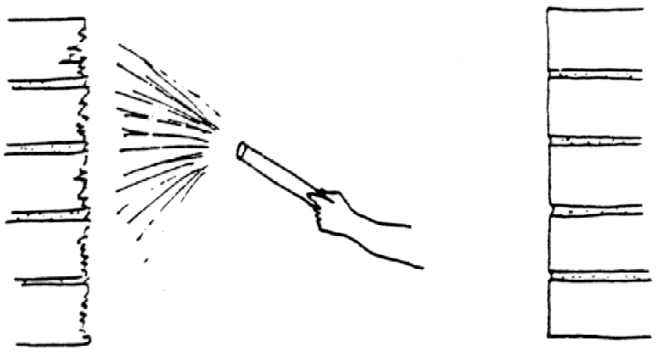


Figure 30. Sandblasting damages masonry and is not recommended.
NOTE: Sandblasting may jeopardize tax credits, and project investment funding.

2.3.9. Constructing new masonry features that are either falsely historical (characteristic of a period prior to the building's actual date of construction) or are incompatible with the building or historic district in terms of size, scale, material, or color.

2.4. WOOD, SIDING AND TRIM

Recommended:

2.4.1. Historic wood siding and wood shingle siding shall be preserved and maintained including wood features such as exposed original wood siding and decorative trim.
   a. Wood siding and wood shingled walls should be inspected yearly for deterioration.
   b. Carefully remove climbing plants from exterior wall surfaces.

2.4.2. Clean, repair, prime, and paint wood siding and wood shingles every five to ten years, as needed, to keep the siding in good condition.
   a. Clean wood siding and wood shingles using the gentlest possible method, i.e. soap and water with a soft-bristled brush.

Figure 31. Clean, repair, prime and paint wood siding every five to ten years. See guideline 2.4.2.

2.4.3. Repair holes and cracks in wood siding and wood shingles with caulk, appropriate sealants, or a Dutchman unit before considering entire in-kind replacement.
   a. Patch wood siding and wood shingles using in-kind materials with the same dimensions, profile, thermal expansion, and strength.

2.4.4. Existing paint should be carefully stripped where the paint exhibits cracking, blistering, or peeling due to paint build-up.
   a. Remove existing paint with the gentlest means possible, i.e. hand scraping or appropriate chemical removal systems.
   b. When using a new method of paint removal, test a small area first on a non-street visible façade to determine that the wall surface will incur no damage.
   c. New paints should be chemically compatible with existing paints, i.e. do not use latex paint over oil-based paint, as this will cause the premature paint failure.

2.4.5. Historic wood siding may be replaced when significant deterioration has occurred making replacement siding necessary. Significant deterioration is defined as 60 percent.
   a. Restore historic siding when replacement siding is removed and historic siding is uncovered.

b. Replace deteriorated wood siding with similar materials wherever possible. Substitute materials should convey the visual appearance of the original feature, duplicating size, shape, and texture.
c. New wood siding that is used to repair or replace original siding should be of the same material, profile and design as the original.
d. When replacing historic wood-sided walls, use an appropriate material such as fiber-cement board with the same dimensions, profile, and strength.
e. Replacement siding should be of comparable width and laid in the same plane (horizontal or vertical) as the boards of the historic siding formerly on the building unless there is photographic evidence for a different orientation.
f. Synthetic or artificial siding may replace non-historic materials, such as asbestos shingles, masonry veneers, artificial stone, and asphalt shingles
g. Siding materials, other than cement-board siding, may be used to replace wood siding if it meets the following requirements:
h. Replacement siding shall have a traditional or plain bevel lap;
i. Each replacement siding board shall be of comparable width and laid in the same plane (horizontal or vertical) as the boards of the historic siding formerly on the building or in the immediate visual setting;
j. Corner boards of the replacement siding shall be of the same size and dimensions as the existing historic corner boards; and
k. Architectural features such as cornices, brackets, windowsills and lintels shall be preserved and not be obscured when the replacement siding is installed.

Not Recommended:

2.4.6. Removing historic wood siding unless the original siding has deteriorated beyond repair.
2.4.7. Replacement siding with a pattern or a grained appearance.
a. Replacement siding layered over historic siding.
b. Replacement siding laid as Dutch lap, cove shiplap, or board and batten siding, unless this was the historic treatment.
c. Installing wood paneling, T-111 or plywood, brick or stone veneer, fiberglass, vinyl, asphalt shingle or aluminum siding to replace damaged historic wood siding.
2.4.8 Concealing or replacing historic wood siding with aluminum, vinyl, rolled asphalt, composition shingles, or any type of brick or stone veneer.
a. Concealing original details, soffits, eaves, and porch ceilings with artificial or synthetic materials.
2.4.9. Using abrasive cleaning methods that can cause damage that is difficult to fix, such as raising the grain of wood and creating a fuzzy appearance that will be exposed to weathering and deterioration.
a. Removing paint by power washing and sandblasting.

2.5. STUCCO

Recommended:

2.5.1. Historic stucco walls may be cleaned and painted, when applicable.
a. Clean stucco gently as the material is subject to disintegration.
b. A lime wash or cement-based paint, latex paint, or oil-based paint should be used on stucco buildings.
2.5.2. To repair stucco, a small test patch of a compatible stucco mixture should be tested on a non-street visible location has been observed to determine whether the treatment is

successful. It is likely that early-twentieth century stucco will be composed of a high-lime based mixture.

a. The repaired stucco shall have the same strength, texture, color, and wall thickness as the historic stucco
b. A lime-based wash can be applied to the entire stucco wall surface to even out the coloring from a patch.

2.5.3. When using a new method of paint removal, test a small area first on a non-street visible façade to determine that the wall surface will incur no damage.

2.5.4. In cases of significant deterioration - a loss of bond on over 50 percent of the stucco surface, complete replacement of a historic stucco may should use a comparable stucco mixture with the same texture, color, and thickness.

Figure 32. Paint should be used on stucco buildings. See guideline 2.5.1.b.

Not Recommended:

2.5.5. Repairing stucco repair in temperatures below 40 degrees Fahrenheit.

2.5.6. Using commercially available caulking compounds to repair cracks in stucco.

2.5.7. Concealing or replacing exterior stucco walls with aluminum, vinyl, rolled asphalt, or asphalt composition shingles.

2.5.8. Removing paint by power washing and sandblasting.

2.5.9. Replacing historic stucco walls with manufactured stucco panels.

2.6. PAINT AND COLOR

Recommended:

2.6.1. When removing paint from previously painted masonry, use gentle treatments that have been previously tested in an inconspicuous location.

a. Paint is difficult to remove, accumulated layers will obscure decorative detail, and paint coating will affect the wall's vapor transmission performance.
b. If painting previously painted masonry, select a color that matches the existing color, approximates a natural masonry color, or colors recommended by the committee.

Figure 33. Paint previously painted masonry the existing paint color. See guideline 2.6.1.b.

2.6.2. Have paint samples analyzed when possible. Paint studies can determine historic pigments and appropriate colors for repainting by analyzing a paint sample under special lighting conditions to ascertain specific color, hue, and value of paint layers.

2.6.3. Use breathable masonry paint that is compatible with and can create a strong bond with the existing paint on previously painted masonry only.

2.6.4. Paint replacement gutters, downspouts, metal frame screen, storm doors and windows, roof-vent assemblies, and fire escapes to match wall, trim, cornice, or roof color of the building whichever is most effective in reducing the visibility of these elements.

2.6.5. Exterior paint colors should be in keeping with a building's style and time period.

a. Light, subdued, or neutral paint colors are recommended. Accent colors are encouraged to emphasize architectural detailing, such as awnings, detailed parapet walls, bulkheads, cornice work and overhanging projections.

b. Light to medium colors in wood stains are encouraged.

c. Window frames and sashes should complement the main building color.

d. Paint colors within the Sherwin Williams historic color palette are acceptable.

Not Recommended:

2.6.6. Painting masonry or stucco that has never been painted. The presence of a lead oxide wash does not constitute a precedent for painting a building.

2.6.7. Sandblasting or using high water pressure, or acid-based cleaners.

2.6.8. Painting intense or dark paint colors on non-masonry primary building facades.

RESOURCES FOR FURTHER READING

- For more information on maintaining foundation walls, see Preservation Brief No 47 : http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm#foundation
- For more information on repairing mortar joints, see Preservation Brief No 2: http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm
- For more information on cleaning and water-proofing historic buildings, see Preservation Brief No 1: http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm

THREE: GUIDELINES FOR COMMERCIAL STOREFRONTS

Figure 34. Storefronts on the North side of East Main Street.

SUMMARY

Downtown Campbellsville is a cohesive collection of one- two- and three-story, mixed-use buildings that are accessed through the first-floor commercial storefronts. These historic and traditional buildings commonly include storefronts with large display windows, transoms, recessed entryways, and articulated bays and fenestration. Upper stories are related by design, but are differentiated by fenestration patterns, ornamentation, or materials.

Some storefront entries include cast-iron details and glazed tile entry floors displaying the name of the store. This combination of materials and design details represent a cohesive group of buildings that collectively highlight the City of Campbellsville's growth and development.

One of the most important architectural features of the commercial buildings in the nineteenth and early-twentieth century are the storefronts on Main Street in downtown Campbellsville. Historically, storefront windows were prominent and fashionable architectural details on the front façade of a commercial building. The windows displayed store merchandise in order to enticement customers into the establishment to purchase items. Architectural characteristics that define a late-nineteenth and early-twentieth century commercial storefront include: prominent translucent glass display windows set into a wood or metal frame; wood or metal framed clear glass entry doors with a transom window above; and a recessed entryway that leads into the commercial floor space. A less architecturally significant secondary entry might be situated to the side of the main entrance or on the building corner providing access to upper story offices, storage areas, or residential space.

By the late-1800s, readily available cast-iron details transformed storefront designs with cast iron columns and lintels carrying the weight of the upper stories. Large panes of glass also became more economical and readily available. "The combination of these two technical achievements led to the storefront as we know it today – large expanses of glass framed by thin structural elements. The advertisement of the merchant and his products

in the building facade and display windows quickly became critical factors in the competitive commercial atmosphere of downtowns. In the grouping of these wide-windowed facades along major commercial streets, the image of America's cities and towns radically changed" (Preservation Brief 11, 1).

By the late-1920s, new materials became a part of American commercial buildings including: pigmented structural glass; stainless steel and aluminum framing elements; glass block; and neon. Among the most popular of these new materials was Carrara glass and Vitrolite that was installed around the storefront windows. During the Great Depression of the 1930s, President Roosevelt's "Modernize Main Street" New Deal program assisted thousands of store owners with updating their facades with the new materials and architectural styles known as Art Moderne or Deco Commercial. The late-1940s and early-1950s were known for their floating display islands and curved glass storefront windows.

As commercial establishments began to vanish from the downtown core and reemerge into suburban shopping centers and malls, downtown buildings were either abandoned or modernized to reflect the late-twentieth century shopping malls. Slipcovers were placed over historic commercial buildings downtown in an effort to update their historic façade in an attempt to modernize the exterior and attract new business by competing with new shopping areas outside of the downtown core. In 1979, the National Trust for Historic Preservation's Main Street program played a key role in downtown revitalization which promoted restoring the original historic architectural character of the downtown business district in an effort to attract more business.

As with most American communities, some of the storefronts in Campbellsville were modernized to keep in style with market trends. Most of Campbellsville's historic storefronts have retained their entire original design and configuration. In 2005, two new buildings, the Justice Center and Detention Center, were constructed on East Main Street following the Design Guidelines for new construction. They replaced a few historic buildings that were demolished in order for new construction to occur in this bustling historic town. Several building rehabilitation projects have occurred on East Main Street as well and more are planned. Rehabilitation is encouraged while keeping in place the important design history of the community. The following guidelines will assist property owners with preserving Campbellsville's commercial historic district.

3.1. HISTORIC STOREFRONTS, ENTRIES AND DISPLAY WINDOWS

Recommended:

3.1.1 Maintain the commercial character of storefronts, even if they have changed use.

a. Retain original storefront features such as display windows, signs, doors, transoms, kick plates, corner posts and entablatures including later alterations that are historic in their own right. Respect facade alterations that have attained historic or architectural significance.
b. Retain the original scale, proportion, materials and organization of architectural elements, bulkheads, display windows, transoms, doors, pilasters, and cornices when renovating historic storefronts.
c. Retain historic storefront materials such as wood, cast iron, steel, metal, clear glass, Carrara glass, ceramic tile, marble and brick that contribute significantly to a storefront's architectural character.
d. Retain the original location of the main entrance of a storefront.
e. Keep storefront designs within their original openings. Transitions from one facade to another should be clean and clearly defined.
f. Maintain the original design of the historic entrance, whether flush with the sidewalk or recessed.

Figure 35. Maintain the original design of the historic entrance. See guideline 3.1.1.f.

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g. Original entrances on primary facades or on façades in the public right-of-way should not be altered, enlarged, reduced in size, or enclosed.
h. Stylistic components of the entrance should be preserved. This includes original doors, transoms, sidelights and surrounds. Original hardware, locks, and doorknobs should also be retained.
i. Historic doors shall be maintained, preserved and repaired.
j. Historic doors shall not be replaced unless significant deterioration is demonstrated. Significant deterioration is defined as 60 percent of the historic fabric.

3.1.2 Storefronts shall be pedestrian oriented and consist primarily of transparent glass.

a. Historic entryways may be restored, if missing, as long as sufficient documentation exists.
b. Original doors that have been removed should be saved.
c. New entrances to multi-family dwellings should be added only to the rear facades or to facades not readily visible from the street. If new entrances are added to these facades, it is recommended that window openings be enlarged to accommodate the new entrance rather than have extensive removal of original materials.
d. New buildings on corner lots may have entrances on both street facades. However, the main entrance should be placed on the façade that is considered to be the primary or dominant façade.

3.1.3 Protect and maintain masonry, wood and architectural metals through cleaning, rust removal, limited paint removal and reapply protective coatings systems as necessary.

a. Remove non-historic storefront elements and facade treatments, including metal cladding, stucco, or other non-historic features that have been added at a later date.
b. Cast iron, stone, and brick columns, piers, and pilasters shall be preserved, maintained, and replaced only when necessary.
c. Historic support columns, piers, and pilasters that separate the storefront into distinctive bays shall be repaired and preserved with similar materials.
d. Historic wood, brick, Carrara or Vitrolite glass, marble and/or glazed tile bulkheads shall be preserved and maintained.

3.1.4. Historic display windows shall be preserved, maintained, and replaced only when necessary.
   a. Historic display window glass and framing shall be retained.
   b. Historic display windows shall only be concealed with temporary, moveable coverings, such as shades or blinds, if privacy is desired by the occupant.
   c. Display window glass, window framing, or other detailing may be replaced with in-kind materials and design if significant deterioration has occurred.
   d. Aluminum window framing may be used as long as they are primed and painted a complimentary color.
   e. Clear insulated glass may be installed on storefronts where the historic glass no longer exists.

Figure 36. Maintain historic transom windows.
See guideline 3.1.5.

3.1.5. Historic transom windows, which are typically situated over the doorway and display windows, shall be maintained, preserved, and replaced only when necessary.
   a. Historic transom materials, such as prism glass or leaded glass, shall be preserved and maintained.
   b. Previously covered historic transom windows should be uncovered and restored.
   c. Historic bulkheads shall be preserved, maintained, and replaced only when necessary.

3.1.6. Historic cornices shall be maintained and preserved.
   a. Historic brick, wood, or sheet metal cornices shall be preserved and maintained.
   b. Other historic architectural details, such as brick corbelling, quoins, and finials shall be maintained and preserved.

Not Recommended:

3.1.7. Historic display windows with tinted or mirrored glass.
   a. Enclosing or obscuring historic display window openings.
3.1.8. Removing historic materials and/or architectural features.
   a. Altering or removing original entrances on rear or secondary facades.
   b. Concealing or obscuring historic support columns, piers, and pilasters.
   c. Removing or obscuring original cornice elements.
   d. Enclosing, covering, or obscuring transom windows.
   e. Covering or obscuring historic bulkheads.
   f. Creating new entrances on facades that can be seen from the public right-of-way.
3.1.9. Adding vestibules to primary facades unless there is a historic precedent. Such additions alter the character, proportion and massing of the facade.

3.2. REPLACING STOREFRONTS

Recommended:

3.2.1. Historic storefronts that are removed should be replaced.
   a. If sufficient documentation does not exist, a new entry may be a designed similar to commercial buildings of a similar era in the historic district.
   b. When designing and constructing a new storefront that is completely missing, historical, pictorial or physical documentation should be used. The design may be an accurate restoration, if sufficient evidence exists, or a new design may be allowed that is compatible with the size, scale, material and color of the historic building.
   c. New entrance openings should be kept simple in design and shall be kept flush with the sidewalk.
   d. The door swing of new doors shall follow local building code.
   e. If a storefront must be replaced or re-installed due to heavy damage, or if the historic storefront has been removed, the replacement design shall complement the existing architectural style/type of the building to include scale, materials, proportion, color, and number and size of window and transom openings.
   f. Other historic commercial buildings of similar age and style in the visual setting may also be used as design inspiration where historic elements are missing.
   g. The rehabilitation of historic storefront facades should follow the original design if such evidence is available, such as historic photographs or building forensics
3.2.2. Storefront designs should reflect the traditional design by including a transom area above the storefront windows and bulkhead below.
   a. Incorporate existing elements into the new storefront design or renovation.
   b. Use the original form and storefront details as a model if extensive deterioration requires complete reconstruction.
   c. Storefront reconstruction should convey the same visual appearance and use the same materials as the original to the greatest extent possible.
   d. Design replacement storefronts that are compatible with and complimentary to the character of the historic district and are recognizable as being of their own era. Include the following storefront elements when redesigning or renovating a historic storefront: large display windows and doors, transoms, relatively thin framing elements, and low bulkheads.
   e. Use historical, pictorial and physical documentation when undertaking the reconstruction of missing elements. If there is not sufficient information to determine the original design, a new design should be prepared that is compatible with the architectural character of the building.

Figure 37. Design a new entry that is compatible with the architectural character of the building. See guideline 3.2.2.e.

f. If a transom window needs replacement glass, this glass shall be translucent or replaced in-kind to match the historic transom glass design.
g. Replace missing features or those features that have deteriorated with similar materials and design. If the same material is not technically or economically feasible, then compatible substitute materials may be considered.
h. If historic bulkheads are missing or are significantly damaged, replacement bulkheads should be restored to match the original bulkhead and/or other historic bulkheads within the historic district.
i. Replacement columns, piers, or pilasters shall be restored to match the original column/pier/pilaster and/or other historic columns/piers/pilasters within the historic district if these elements are missing or significantly damaged.
j. If historic architectural details are missing and sufficient forensic and/or documentary evidence is available, then these details should be replaced with in-kind materials and designs to match the historic detail.

3.2.3. Select replacement doors that reflect the storefront's original character. Doors should have large glass panels and be made of wood or painted steel or aluminum. They should not be overly decorated or possess inappropriate historic features.
a. Replacement doors should be wood or wood-clad doors with a large single rectangular glass light.
b. Where multiple storefronts span a larger, wider façade, the compatible design should extend from storefront to storefront.

3.2.4. Replacement cornices shall be based on sufficient forensic or documentary evidence.
a. Replacement cornices shall have the same overall dimensions as the original.

3.2.5. New remodeled storefronts shall be designed to fit within the original opening.
a. Replacement display windows shall have translucent glass.

Not Recommended:

3.2.6. Recreating a conjectural historic design if there is insufficient physical or documentary evidence.
   a. Adding elements to storefronts that have no historic precedence.
   b. Replacement display windows that are re-sized, enclosed or obscured.
   c. Using materials that were not available at the time of original construction in storefront renovations, such as vinyl or aluminum siding, tinted glass, or artificial stone.
   d. Installing coach lanterns, false mansard roofs, small-paned windows and inoperable shutters that were never on the building historically.
   e. Adding false fronts, false stories or pent eaves to the roofs of commercial buildings.
   f. Adding new entrance openings on primary facades unless required by building code.
   g. First floors of commercial buildings converted into residential space.
   h. New historic storefronts falsely representing a historic time period prior to the time of construction.
   i. Mansard roofs shading the first floor; coach lanterns; storefront shutters; wood shake; and other "colonial" style features on storefronts.
   j. Solid, non-traditional 'security-style' doors on primary storefronts.

3.2.7. Storefronts on buildings that were never commercial in nature.
   a. Storefronts on secondary or rear façades unless there is sufficient evidence that there was a storefront on this façade during the period of significance.

3.2.8. Modern slipcovers, made of metal, Drivit, or some other material, covering a storefront façade.
   a. Unpainted rough cedar, T-111 or wood paneling as storefront materials.
   b. Unfinished aluminum doors installed on storefronts.

3.3. PAINTING HISTORIC STOREFRONTS

Recommended:

3.3.1. Masonry storefronts that were painted historically, may be repainted similar colors that complement the existing building and compatible colors found throughout the historic district.
   a. Existing historic color palettes and textures should be maintained.
   b. Paint color on storefronts, trim, and upper façade openings should relate to the overall color of the building.
   c. Contrasting colors should be used to highlight architectural details on storefronts and upper façades.

Not Recommended:

3.3.2. Painting masonry storefronts that were not painted historically.

RESOURCES FOR FURTHER READING

For more information on commercial storefronts see the following Preservation Briefs.

- Preservation Brief 11: http://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm
- Preservation Brief 12: http://www.nps.gov/tps/how-to-preserve/briefs/12-structural-glass.htm
- Preservation Brief 27: http://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm

PART FOUR: GUIDELINES FOR WINDOWS

Figure 38. Second floor windows at 117 East Main Street.

SUMMARY

Windows provide light, air, heat, and a sense of safety and transparency. The window sash was developed when glassmaking improved. In the 17th century, window sashes contained many small panes of glass that were square or diamond-shaped and were held in wood or metal frames by narrow strips of soft lead. Over the years, glass size increased in size as glass-making techniques improved and cost decreased. By the mid-19th century, large panes of glass became widely available for one light-over-one light windows. Since then, multi-paned sashes, tubular glass, as well as extremely large panes of glass have been available for use in all types of buildings and structures.

Historic windows from the early nineteenth through the early twentieth century typically used wood frames. Victorian window sashes were likely painted a dark color to emphasize the depth of the window opening. Although the technology was available by the mid-nineteenth century, metal window frames did not become fashionable until the 1920s.

Unfortunately, windows are among the first historic features that are considered for replacement. Ironically, wood windows were built so that any part of the window could be repaired or replaced, making entire replacement unnecessary. If just a part of the window is broken or rotted, that part of the window can be replaced more cost effectively than installing a similar quality wood window. The most common argument against the retention and preservation of wood windows is that by replacing them with low-e insulated glass vinyl windows, a building owner will save a significant amount of money on energy bills. The fact is, as proven through numerous studies, a properly sealed and fitted historic wood window--that is weather sealed and has a properly fitted and sealed storm window-- actually has the same, if not better, R value (insulation value) than a low-e vinyl window. Furthermore, if properly maintained, a wood window will last hundreds of years longer than a vinyl window. Retaining historic wood windows is the main goal. Improper or insensitive treatment of windows and their openings can drastically change the physical appearance and energy efficiency of a building.

Window shutters were historically used to cover a window to provide privacy and block unwanted light. Today, operable shutters provide the same benefits combined with a potential for energy savings when used appropriately. With the advent of air conditioning in the twentieth century, the practical use of shutters diminished until shutters became purely decorative. Shutters are an important character-defining feature. Shutter preservation and their proper attachment to the building and use is discussed below.

Storm windows are an essential part of an efficient historic window system. When installed in a sensitive manner, storm windows can help save money on energy consumption as well as protect the window from damaging weather and unwanted air infiltration. Refer to the section on Storm Windows below for the proper use and types of storm windows.

4.1 PRESERVING AND REPAIRING HISTORIC WOOD WINDOWS

Recommended:

4.1.1. Preserve and maintain original windows in their original locations as well as the window frames, sashes, hardware, stained or leaded glass, patterns and details.

a. Preserve and maintain the original decorative surrounds, wood or metal cornices, hood molds, sills and lintels when the original sashes are in place.

b. Historic window openings may be covered on secondary or rear facades with closed exterior shutters, if these were historically used on the building, or the outline of the opening may be set back from the main wall surface with the lintels and sills remaining in situ if approved by the Commission.

c. Original window openings that have been altered previously should be restored to their historic dimensions utilizing documentary and/or forensic evidence and shall follow guidance for window replacement.

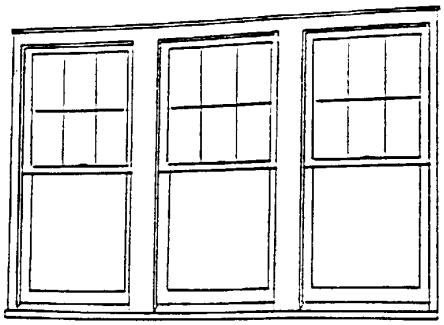


Figure 39. Preserve and maintain original wood window. See guideline 4.1.1.

4.1.2. Wood windows shall be repaired with in-kind materials that match the historic window in design, materials, strength, and thermal expansion.

a. Repair of wood windows shall be undertaken before replacement is considered. Consult a historic preservation carpenter or experienced contractor to determine if the window can be repaired.

b. Window sash and frames may be painted a contrasting color to complement the building's color palette and to provide depth to the window openings.

4.1.3. Routine maintenance on wood windows should include at minimum: replacing broken glass; re-puttying deteriorated or missing window glazing; re-roping sashes if ropes or chains are deteriorated; scraping, priming, and painting once every five (5) to ten (10) years; and replacing deteriorated weather-stripping.

a. Inspect windows yearly for signs of deterioration and moisture infiltration.

b. If window surfaces show signs of moisture infiltration, limited paint removal should be done to assess the underlying wood. Horizontal surfaces tend to collect moisture. Paint can be damaged while the wood beneath it remains in good condition.

c. Replacement glass lights should be replaced with glass lights identical to the original on primary and secondary facades that are visible from the public right-of-way.

d. Tinted or frosted glass may only be installed on rear or secondary facades not visible from the public right-of-way.

4.1.4. New window openings for a new building use may be located on a facade that is not visible from the public right-of-way.

a. New windows should be compatible with the existing historic windows and the overall design of the building.

b. New air conditioning window units should fit within an upper-story window on a façade that is not visible from the public right-of-way without altering the opening, framework or window sash.

Appropriate **Not appropriate**

Figure 40. New window should fit original opening and not be reduced in size. See guideline 4.1.5.

Not Recommended:

4.1.5. Enclosing, reducing, expanding, concealing or covering original window openings on primary or street-visible facades.

a. Altering the number, size, location, shape or original windows seen from the public right-of-way or by making new window openings or permanently filling in existing window openings.

b. Removing original stained glass, leaded glass, and other decorative glass details from window openings.

c. Adding elaborate stained glass or other decorative glass windowpanes to a primary or secondary facade if there is no evidence that such window features were ever present.

d. Altering the original window sash configuration.

e. Adding snap in muntins or other similar configuration modifications to an original window sash.

f. Applying smoked, tinted, reflective glass, or insulating film to window glass on the primary or secondary building facades that can be seen from the public right-of-way.

g. Using spray foam to insulate or weather-strip windows.

4.1.6. Making new window openings on primary or secondary facades that were not there historically.

a. Installing window air-conditioning units on a primary facade if installation on a secondary facade can address the same need.

4.2. PRESERVING AND REPAIRING HISTORIC METAL WINDOWS

Recommended:

4.2.1. Historic metal windows, hardware, decorative surrounds, sills, lintels, and other historic window related details should be preserved and maintained.
   a. Windows should be inspected yearly for signs of deterioration, moisture infiltration, and bent or bowed frames and sash.
   b. Replacement glass should be translucent or match the original window glass.

4.2.2. If original window sash and frames were painted, then they may be repainted to complement the building's color palette.
   a. Historic metal windows that were never painted shall remain unpainted but may be primed and coated using appropriate methods.

4.2.3. Routine maintenance should consist of removal of light rust, flaking and excessive paint; priming of exposed metal with a rust-inhibiting primer; replacement of cracked or broken glass and glazing compound; replacement of missing screws or fasteners; cleaning and lubrication of hinges; repainting of all steel sections with two coats of finish paint compatible with the primer; and, caulking the surrounds with a high quality elastomeric caulk.
   a. As part of routine maintenance, metal windows shall be cleaned using the gentlest possible method, such as using a brush or vacuum followed by wiping with a cloth dampened with mineral spirits or denatured alcohol.

4.2.4. Weatherization and energy efficiency should be achieved through caulking openings and adding weather-stripping. Other treatments include applying fixed layers of glazing over the historic windows, adding operable storm windows, or installing thermal glass in place of the existing glass. Together these treatments can produce energy ratings rivaling those achieved by new metal window units.

4.2.5. Welding or splicing in compatible patches, should be undertaken by a metal window preservation professional.

Not Recommended:

4.2.6. Spray foam shall not be used to insulate or weather-strip windows.

4.2.7. Window sash and frames should not be painted white unless this matches the building's color palette.

4.3 REPLACING HISTORIC WOOD OR METAL WINDOWS

Recommended:

4.3.1. Historic frames, hardware, decorative surrounds, sills, lintels, molding, stained or leaded glass, and decorative wood or sheet metal cornices shall be preserved when window sashes are replaced, unless significant deterioration of greater than sixty (60) percent of the window's historic fabric has occurred.
   a. Historic windows may be replaced only if significant damage or deterioration to the sashes and frames are beyond repair.
   b. Approval to replace one historic window shall not imply approval to replace other historic windows on the building. Window replacements are considered on a window-by-window basis.

c. Historic windows shall not be replaced solely for the purpose of achieving energy efficiency, as historic windows can be extremely energy efficient through proper maintenance and installation of exterior storm windows.
d. Historic wood windows should be replaced by wood windows, painted aluminum-clad wood, or vinyl-clad wood windows on primary facades.
e. Historic metal windows should be replaced by modern metal windows that match the original material, typically of aluminum or steel.
f. Historic windows on secondary or non-street visible facades may be replaced with wood, fiberglass, vinyl, or aluminum sash windows.
g. Elaborate stained glass or other decorative glass lights shall not be added to a street-visible façade if there is no evidence that such window features were ever present.

4.3.2. New replacement windows may be installed on secondary facades where there are no existing openings, as long as they match existing historic windows in size, shape, and sash configuration

a. Replacement windows should fit into original window openings without any alteration in width or height.
b. If replacement has been approved by the Commission, historic windows shall be replaced by windows that do one of the following: match the existing historic window in dimension and design; match other historic windows on the building in sash configuration (1/1 or 2/2); window sash operation details (casement, double-hung, hopper, etc.); decorative glazing patterns; size and shape; frame dimensions; materials; and finishes.
c. If replacement of historic windows is approved by the Commission, the applicant should consider moving compatible historic windows in good or repairable condition from a non-street visible façade to the primary façade and installing replacement wood or aluminum-clad wood windows on the secondary façade.

Not Recommended:

4.3.3. Adding fixed single light windows, picture windows, and modern metal windows on facades that are visible from the public right-of-way.

4.3.4. Installing replacement windows that have false divided lights, false internal muntins, and internal built-in curtains.

4.4. REPAIRING AND/OR REPLACING NON-HISTORIC WINDOWS

Recommended:

4.4.1. Non-historic windows in a historic building should be returned to the original design, dimensions, material, sash operation, and configuration whenever possible, using documentary or forensic evidence, or design inspiration from building's architectural style.

4.4.2. If historic windows are missing and there is no documentary evidence available, replacement windows should match the building's historic architectural style.

4.4.2. When replacing windows in a non-historic building, the windows should be similar to the existing windows, or others in the visual setting, relating in design, proportion, materials and age of the building.

4.4.3. Vinyl and metal sash windows may be used in non-historic buildings as long as they do not detract from the visual setting.

4.5. WINDOWS INTERSECTING WITH FLOORS

Recommended:

4.5.1. Floors that may intersect with windows should be designed with setbacks that allow the full height of the window to be seen unobstructed.

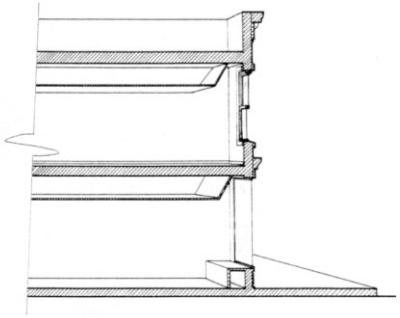


Figure 41. Slope interior ceilings to allow full window height to be unobstructed.

Not Recommended:

4.5.2. Installing new floors or dropped ceilings that block the glazed area of the historic windows.
4.5.3. Blocking in, enclosing or back painting transoms and sidelights.

4.6. STORM WINDOWS

Recommended:

4.6.1. Historic storm windows shall be preserved and maintained.
   a. Historic storm windows should be inspected and repaired annually in order to perform appropriately.
4.6.2. Compatible new storm windows may be installed on historic buildings.
   a. New storm windows shall match the size and shape of the historic window opening.
   b. New storm windows should have a relatively thin profile.
   c. Single-pane glass should be used on new storm windows.
4.6.3. Storm windows or screen rails shall have a narrow sash with a meeting rail that is in-line with the historic window's meeting rail. They should have either wood or narrow metal frames that are painted to match the color of the window trim.

Figure 42. Storm windows should be full view design or match the window's meeting rail. See guideline 4.6.3.

4.6.4. Aluminum or metal storm windows may be installed if the metal surface is primed and painted.
4.6.5. Storm window frames should be painted to match the color of the window frame.
   a. The color of the storm window should match the historic window and complement the overall color of the building.
4.6.6. Interior storm windows may be installed if they match the original window opening.
4.6.7. Non-historic buildings should use storm windows that are similar to others in the visual setting.

Not Recommended:

4.6.8. Installing exterior storm windows or screens that damage or obscure the historic windows or frame.

4.7. SHUTTERS

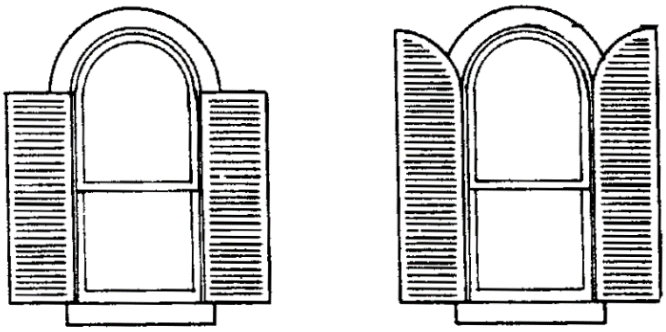
Recommended:

4.7.1. Original historic shutters should be preserved and maintained and should be inspected and repaired annually.
   a. Window openings that never had shutters should be left in this condition.
   b. Historic shutters shall be repaired with in-kind materials that match the existing shutter in design, materials, strength, and thermal expansion.
   c. Deteriorated shutters should be replaced with shutters of the same design, materials, and proportions to match the existing historic shutters.
   d. Preserve and reuse historic hardware, such as hinges, shutter dogs (holdbacks), and slide bolts when installing replacement shutters.
   e. Restored shutters shall resemble the documented historic shutters in size, shape, materials, and design.
4.7.2. Mount replacement shutters so that they partially cover the vertical trim of the window frame to give the appearance that they are operable.
   a. Shutters should be installed only where there is physical or historic pictorial evidence.
   b. Shutters that flank windows are to be of similar materials and style as the original, fit the window opening, and be stabilized with appropriate historic hardware.
   c. Shutters may be painted to contrast with the building's color and may match the color of the window trim.

Figure 43. Shutters may be painted to contrast with the building's color and may match the color of the window trim. See guideline 4.7.2.c.

4.7.3. If windows are no longer needed, operable shutters that fit the window openings are suggested if shutters originally existed. If shutters did not exist, a temporary closure should be prepared of similar facade materials slightly recessed in the opening leaving the window frame intact.

a. Replacement shutters should be operable, and fit the window opening in width, height and shape, and be constructed of historically appropriate materials.



Inappropriate shutter. **Appropriate shutter.**

Figure 44. Shutters should fit the opening in width, height and shape. See guideline 4.7.3.a.

Not Recommended:

4.7.4. Attaching shutters to windows or exterior building walls that never had shutters historically.

4.7.5. Screwing shutters to exterior building walls adjacent to windows.

4.7.6. Attaching shutters to existing windows or exterior building walls that are not the correct size or design.

4.7.7. Attaching non-operable ornamental shutters for aesthetic reasons only.

4.8 AWNINGS

Recommended:

4.8.1. Awnings should complement existing architectural features.

a. Awnings should fully cover window, door or porch openings.

b. Awnings should not be oversized and should not obscure decorative details.

c. Install awnings so that the valance is no lower than 8-0" above the sidewalk or grade at any point.

4.8.2. Awning valances should be in keeping with traditional patterns such as straight, scalloped, wave or saw tooth designs.

a. Shed style awnings are appropriate.

b. The shape and proportion of the awning must be compatible with the character of the building and appropriate for the building's design.

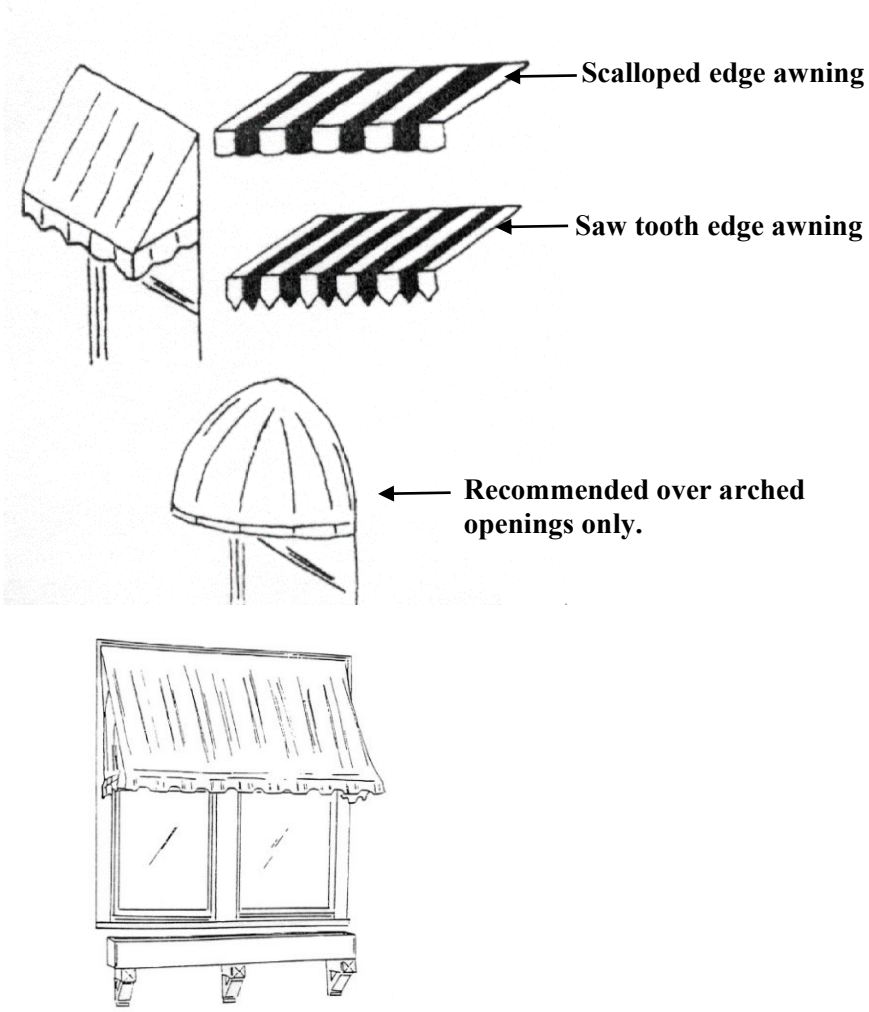


Figure 45. The size of the awning should fit the window. See guideline 4.8.4.

4.8.3. Awnings made from matte-finish weatherproofed canvas and vinyl-coated canvas of traditional forms are appropriate and may be used on primary and visible secondary facades.

a. Awning colors should complement the building's facade colors.

4.8.4. The size of the awning should fit the window. The highest point of a first-floor awning shall not be higher than the mid-point of the space between the second story windowsills and the top of the first-floor window, or transom.

a. The awning shall express the architectural framework, i.e., shape and proportion of the buildings to which they are attached.

b. Attach awnings between the window display area and the signboard or second floor windowsills.

c. Awnings should be attached below the transom line where historic glass is present.

Not Recommended:

4.8.5. Installing fixed metal, wood, fiberglass, plastic, vinyl or backlit awnings.

a. Bubble, concave, and convex awning shapes.

RESOURCES FOR FURTHER READING:

For more information on windows see the following Preservation Briefs.

- Preservation Brief 9: http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm
- Preservation Brief 13: http://www.nps.gov/tps/how-to-preserve/briefs/13-steel-windows.htm
- Preservation Brief 33: http://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm
- Preservation Brief 47: http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm
- Window Preservation Standards Collaborative: http://windowstandards.org/
- National Trust for Historic Preservation, *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement*: http://www.preservationnation.org/information-center/sustainable-communities/green-lab/saving-windows-saving-money/
- Bob Yapp's *About Your House*: Painting Windows and Storms: http://www.rcgov.org/pdfs/Growth-Management/Yapp/S05_WindowStormPaint.pdf

FIVE: GUIDELINES FOR ENTRY DOORS, STAIRS, PORCHES/DECKS/BALCONIES/STOOPS

Figure 46. Paired wood-frame entry doors at 102 East Main Street.

SUMMARY

Historic doors and entryways are among the most important architectural features on a historic building. The front doorway provides public entrance and exit from a building and often features the most fashionable architectural detailing on a building. The character-defining features of a historic door and its distinct materials and placement shall be preserved. In addition, a new door shall be in character with the historic building.

The location of the entryway on a building is also indicative of the style and type of architecture. Historic entryways define the character of the historic buildings in the historic districts in Campbellsville. The guidance below should assist their preservation.

Porches are one of the most significant character-defining features of a building and of a neighborhood. They play a vital role in the architectural elements of buildings and serve as a visible element, not just to the building but also to the streetscape. Porches provide a sense of scale to a building and serve as a connector to the street or driveway. Porches help make the transition between the building's public exterior and private interior spaces. The porch plays a social role that ties the building's architecture to a sense of greater community.

Each component of a porch, from the columns to railings to decorative trim, adds to the essential character of both the building and the surrounding historic neighborhood. Historically, the porch functioned as an indoor-outdoor space.

The invention of such woodworking machines as high-speed lathes and jigsaws in the mid-nineteenth century made it possible to turn out a wide variety of designs for decorative components. Highly decorated porch columns, railings, and decorative trim were often applied on prominent front porches. Columns were turned with various decorative profiles and both rounded and square forms were often combined in a single column.

Turned balusters in various shapes and forms were applied beneath handrails, and milled panels, "gingerbread" details, brackets, and spindled friezes were frequently applied to porch eaves. The economy and availability of these porch features also made them popular for more modest homes and they became the center of decoration.

Whenever possible porches and porch elements that have been modified from the original should be brought back to the historic configuration, design, and materials.

If the original porch has been removed, a new (replacement) porch shall be in character with the historic building, in terms of its scale, materials and detailing. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall not be based solely on evidence from similar buildings in the district or surrounding area.

Door stoops are also common in the districts. Stoops are small, uncovered entry areas, accessed either directly from the front walkway or sidewalk or from a set of stairs. Stoops may have hood molds, a projecting decorative treatment, to provide shelter from the elements. Doorways situated in stoops are typically recessed into the exterior building walls.

5.1 ENTRY DOORS:

Recommended:

5.1.1. Historic entry doors and entryways should be preserved and maintained.
   a. Historic doors and entryways should be inspected and needed repairs made annually.
   b. The original appearance of entrance doors should be preserved.
   c. Doors that have not been previously painted should be left in their natural condition.

Figure 47. Doors that have not been previously painted should be left in their natural condition. See guideline 5.1.1.c.

d. The painting of doors that have a grained or stained finish should only take place if the finish is severely weathered.
e. Retain and preserve entrances and their functional and decorative features that define the overall historic character of the building such as doors, fanlights, sidelights, transoms, pilasters, entablatures, columns, balustrades, and stairs.
f. Preserve the original frame when feasible; it is important to keep the size and configuration of the original door.
g. Historic doors shall maintain their original hardware, such as locks and knobs.
h. Historic entryway features which include historic door surrounds, casing, threshold, sidelights, transoms, and other character-defining features shall be preserved and maintained.
i. All repairs to historic doors and entryways shall be done with compatible materials that match the historic materials in composition, texture, and strength.
j. Historic doors and entryways should be weather-stripped with compatible materials as part of routine maintenance.
k. Historic doors and entryways that have not been previously painted should be left in their natural condition and should be treated with linseed oil or other such preservatives to keep them in good condition.
l. Historic doors and entryway details should be painted, stained, or otherwise treated with preservatives following the original finishing details to keep them in good working order.
m. Historic doors and entryways with a grained or stained finish should only be painted if the finish is severely weathered.
n. If a historic door is no longer in use, the door should be sealed closed from the interior, but never covered on the exterior, and the historic entryway details preserved.
o. Historic doors on the rear or non-street visible facades may be relocated to a primary façade to replace a deteriorated historic door, if it is similar in details, design, and materials.

5.1.2. Historic doors and entryways shall not be replaced unless significant deterioration has occurred, that is 70 percent of the historic fabric.
a. It is acceptable to replace an original door on a primary facade with an original door from a rear or secondary façade only if the design is similar.
b. Replacing original doors, as well as decorative features, should be done only in cases of significant deterioration. Replacement materials should match original doors and decorative features materials where possible.
c. Replacing historic double-leaf doors with a single door is not recommended. Do not alter original openings to accommodate stock doors. Replacement of non-original, non-historic doors with new doors that are appropriate to the period and style of building and are the size of the original opening is recommended.

5.1.3. Original screen and storm doors shall be preserved and maintained.
a. Historic screen and storm doors should be inspected annually for signs of deterioration. Needed repairs shall be done with in-kind materials and designs.
b. Screen and storm doors shall match the proportions and design of the entrance.
c. Screen doors with wood framing members and a large screened area are appropriate. Framing should be minimal. Screen doors that match the framing arrangement on doors are appropriate.
d. Screen doors should be painted with colors to match the entrance.
e. Full-light glass or full-light screens shall be used on screen and storm doors so that they do not obscure the entry door.
f. Storm doors should be of wood or anodized aluminum in dark colors. Aluminum storm doors may also be installed if the door is primed and painted, and the raw aluminum surface is concealed.

g. Storm doors added to rear entrances or entrances on facades not readily visible from the street should be of plain, full view design. Doors of varying types of metal and glass panels are also acceptable.

5.1.4. If doors or entryways are too deteriorated to repair, then they may be replaced using physical evidence or photographic documentation to guide the new work**.**

a. If significant deterioration has occurred, replacing historic doors and entryway details should be done with matching materials, design details, and proportions.
b. Surveying historic doors and entryway features should be accomplished prior to installing a new door or entryway and should make note of the following details that should be replicated: size, design, dimensions, division of panes (lights), finishes, and materials.
c. If a historic door has been approved for replacement, historic entryway details and design shall be maintained, including the historic frame, decorative surround, and associated hardware if they are good condition.
d. Replace a relocated door with a door that matches the materials, detailing and hardware.
e. Replacement screen and storm doors shall match the architectural style of the building or have a plain contemporary design, if located on a primary or street-visible façade.
f. Replacement doors should be painted a color compatible with the building's overall color palette.
g. Replacement screen and storm doors shall match the architectural style of the building or should have a plain contemporary design, if located on a rear or facade that is visible from the public right-of-way.
h. Replacement screen and storm doors shall be built of wood or metal and shall be painted to complement the historic door and entryway color palette.
i. Wood, fiberglass, or painted metal-clad doors with glass lights shall be used as replacement doors on primary and street-visible facades, when there is no existing historic door in place on which to base details for the replacement door.
j. Meeting rails may be used on replacement screen and storm doors.
k. Sliding glass and wooden or fiberglass French doors may be added to a rear or non-street visible façade if appropriate.
l. New screen doors should be constructed of wood in simple designed, which match the framing design on the original door.
m. New storm and screen doors should be installed for energy efficiency and to protect the historic entry door.
n. New storm doors added to entrances on primary facades or visible secondary facades should provide a full view of the original entrance.
o. If replacing a non-historic door or entryway feature, the replacement door or entryway feature shall match the architectural style of the building and be compatible within the visual setting.
p. Replacement screen and storm doors added to entrances on primary façades and/or street-visible secondary façades shall provide a full view of the original door.
q. New screen and storm doors shall have plain designs that complement but do not compete with the framing design of the historic door, if it remains in place.
r. Consult historic photographs or buildings of the same style and age to determine an appropriate design for the replacement door or entryway feature.
s. Missing historic door openings should be restored to their historic configuration and design, if sufficient documentary and forensic evidence is available.

5.1.5. Security doors should have minimal metal framing and be as full view as possible.

a. Security doors with extensive metal grillwork should not be installed on primary facade but may be installed on rear entrances or entrances not readily visible from the street.
b. Security screen and storm doors shall have minimal metal framing and be within as translucent as possible.

5.1.6. Install doors and entryways in non-historic buildings that are contemporary in design and are compatible with the surrounding visual setting.

Not Recommended:

5.1.7. Original doors should not be replaced with modern solid core wood doors or other similar variations.

a. Relocating historic doors on primary or street-visible facades from their original opening unless severely deteriorated.
b. Covering over or obscuring historic doors and entryways on primary or secondary façades that are visible from the public right-of-way.
c. Reducing, enlarging, or altering the size of historic entryway openings on primary, secondary, or rear facades that are visible from the public right-of-way.
d. Adding new doors and entrance openings on primary façades or secondary façades that are visible from the public right-of-way unless required by commercial building code.
e. Adding solid doors with no lights unless that was the historic treatment.
f. Installing doors with ornate designs of wrought iron or similar metals.
g. Installing screen or storm doors with ornate designs of wrought iron or similar metals on primary or facades that are visible from the public right-of-way.
h. Installing doors on a historic building that has non-historic designs such as a half-moon or small oval window.
i. Installing doors with leaded or stained glass on a primary or street-visible façade unless it was the historic treatment.
j. Installing doors with false internal muntins, simulated divided lights, and/or internal curtains.
k. Removing or radically changing entryways or replacing entrance doors which define the overall character of the building.
l. Adding sidelights, transom windows, or other features where none existed before.
m. Removing or relocating an entrance because the building has been re-oriented to accommodate a new use.
n. Installing a new entrance by creating a new opening in a primary elevation.
o. Replacing or removing a historic door and its surrounding material when repair and limited replacement of deteriorated areas are appropriate.
p. Adding inappropriate features not in keeping with the style of the building.

5.2 STAIRCASES

Recommended:

5.2.1. Historic entry stairs shall be maintained and preserved

a. Staircases that lead to upper floor entrances should be constructed on rear or secondary facades, not on primary facades or secondary facades readily visible from the street.
b. Exterior staircases constructed of wood are more appropriate than those of wrought iron or other metal.
c. Exterior stairs should be inspected and repaired annually, when inspecting porches, windows, and doors.
d. Specific note should be made of any cracking or settling of the stair which should be remedied as soon as possible to prevent further decay.
e. Deteriorated stair elements, such as risers and treads, shall be repaired or replaced with compatible materials that match the historic stair in composition, strength, texture, and color.

f. Some historic stair materials should be permitted to show historic character-defining wear and tear, such as stone steps, if that does not affect the structural stability of the stair.

Figure 48. Historic stair materials should be permitted to show historic character-defining wear. See guideline 5.2.1.f.

5.2.2. Historic stairs shall not be replaced unless significant deterioration has occurred.
   a. Replacing historic entry stairs shall be done with matching materials, designs, and proportions if significant deterioration has occurred. Significant deterioration is defined as 60 percent of the stair materials.
   b. Repairs to historic stairs shall not alter the stair design; rise and run; or number of stairs. Any of these alterations, along with a change in material, shall be considered a replacement.
   c. Replacing the historic stair shall use the same or similar materials and shall use the same design, rise and run, and number of stairs as the historic stair.
   d. The replacement stair should utilize as much of the historic stair design as possible if local building code is required to be followed.
   e. When replacing a second or third generation stair that does not match the building's architecture or the visual setting, use documentary and forensic evidence.
   f. If sufficient evidence is not available, a replacement stair shall be installed that matches the style and period of the building and the surrounding visual setting.

5.2.3. New entry stairs may be placed on the rear or façade that is not visible from the public right-of-way.
   a. New entry stairs should be constructed of wood or like-substitute materials.
   b. New handrails and stair railings that are required by building code or for safety concerns should be simple in design with little ornamentation.
   c. Wood and painted metal should be used for handrails and stair railings.
   d. If handrails require balusters to meet local building code, the balustrade should be simple in design.

Not Recommended:

5.2.4. Adding new exterior entry stairs to a historic building's primary or street-visible façade.
   a. Installing pre-cast concrete stairs that are not original in the historic districts on primary façades.
   b. Installing modern wood or fiberglass decking as a stair material on a primary façade.
   c. Installing scroll or corkscrew decorative railings or balusters**.**

5.3. PORCHES/DECKS/BALCONIES/STOOPS

Recommended:

5.3.1. Historic front and rear porches shall be preserved and maintained.
   a. Porches should be inspected at least once a year for signs of deterioration.
   b. Regular routine maintenance should include removing any trees or shrubs that threaten the porches structural system; spot painting and resealing open joints exposed to weather; inspecting the porch deck to be sure the foundation or piers are in good condition; inspecting and repairing any damage to the porch roof; and inspecting and repairing any decorative elements.
   c. Historic porch floors and ceilings should be replaced with matching materials and designs.
   d. Historic porch ceilings should be painted or stained to match the historic conditions, if known.
   e. More significant repairs should be undertaken by a preservation professional and could include Dutchman repairs and epoxy patches on railing and balustrades, balusters, column plinths and bases, floorboards and ceiling boards, porch roofing and gutter repairs, and the porch apron.
   f. Repair or replacement of missing or severely deteriorated elements shall be done with matching materials, textures, colors, and design features.

Figure 49. Historic front and rear porches shall be preserved and maintained. See guideline 5.3.1.

5.3.2. Replace the porch or details when deteriorated beyond repair. Reconstruct it to match the original in form and detail.
   a. Repair porches and balconies by reinforcing the historic materials. Replace those elements that have deteriorated or are missing with elements that match the existing.
   b. Replace deteriorated porch steps in the same scale, dimensions, and similar materials as the original.
   c. Design replacement porch railings, balusters, and flooring to match the original as closely as possible.
   d. Porches on secondary facades may be enclosed with glass set behind original columns.
   e. Front porches may be enclosed with screen panels set behind porch elements that can be removed seasonally and does not damage the historic fabric.
   f. Replace an entire porch or balcony that is too deteriorated to repair if the form and detailing are still evident. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
   g. Porch elements that have become deteriorated should be repaired rather than replaced. When the severity of deterioration requires replacement, the new feature should match the original in design, color, texture, and where possible, materials.
   h. Character defining features such as exposed rafter ends and roof decks should be maintained and preserved

5.3.3. Porches and decks may be added to the rear facades if they are not easily visible from the street.
   a. Porch reconstruction may be allowed if there is architectural or documented historical evidence that supports the previous existence of a porch.
   b. Wooden porch floors and ceilings may be replaced with a compatible wood but may also be replaced with a composite material.
   c. Replacement of an entire floor shall use the same method of construction. That is, if the floor was a tongue and groove wood floor, it shall be replaced as a tongue and groove floor.
   d. When installing ~~a~~ new code required handrails or railings, select a design that is simple and stylistically appropriate, such as wood or metal.

5.3.4. Historic columns and piers should be replaced in-kind.
   a. Historic wood columns should be replaced by wood or a compatible substitute material.
   b. Historic concrete or brick columns should be replaced by concrete or brick respectively.
   c. Historic column shapes, dimensions, and forms shall be preserved.
   d. Wood, brick, or concrete columns may be used on rear or non-street visible facades
   e. Aluminum or metal columns may be used as replacement columns on rear and on façade visible from the public right-of-way if the column(s) being replaced is not historic.
   f. Historic porch columns may be removed for temporary repairs.

5.3.5. Historic porch railings should be preserved and replaced in-kind.
   a. Replacement porch railing materials should match the historic materials and be of the same style and design.
   b. Safety considerations sometimes require the addition of a porch rail. If so, the design should be simple unadorned balusters, following local building code.

5.3.6. Historic door stoops shall be preserved and maintained.
   a. Historic door stoops and steps should be inspected annually, and any needed repairs made.
   b. Replacing historic door stoops and steps shall be done with in-kind materials and design.
   c. Porches and porch features should be reconstructed when missing, based on sufficient forensic and documentary evidence.
   d. Porch design and porch features may also be reconstructed based on porches examined on buildings of similar architectural style and type.
   e. Replacement porches or porch materials visible from the street should be stained or painted, depending on which historic treatment was used on the historic building.

f. Consult local building codes to be certain that any replacement or reconstruction meets requirements on commercial or public buildings.

5.3.7. New front and rear porches on non-historic buildings shall be compatible in dimensions, height, and materials with other porches in the visual setting
   a. New decks may be constructed on the rear or non-street visible facades.
   b. New decks should be built of wood, brick, composite, or a compatible substitute material.
   c. New decks should be scaled to be subordinate to the main building to which it is attached. The deck must not overwhelm or compete with the building's rear or secondary façade.
   d. New decks should be installed in a sensitive manner that does not damage the historic fabric of the building to which it is attached.

Not Recommended:

5.3.8. Removing an original porch from its original location because it may result in the loss of the building's integrity and visual setting.
   a. Removing or covering historic materials, details or cornice.
   b. Removing a porch or balcony that is unrepairable and replacing it with a new porch or balcony that does not convey the same visual appearance.
   c. Adding porches to primary facades of buildings that never had porches.
   d. Enclosing an open porch located on primary facades to create an interior living space.
   e. Installing porch ceilings or closing in exposed eaves where none existed previously.
   f. Installing metal handrails on masonry and wood-frame buildings.
   g. Installing porch railings where railings did not exist.
   h. Aluminum, metal, or decorative wrought iron columns used on a primary façade.
   i. Replacing historic door stoops with porches.
   j. Installing concrete or brick floors to replace historic wood floors.
   k. Radically changing or removing porches, which are important in defining the overall historic character of the building.
   l. Replacing a porch when the repair of materials and limited replacement are appropriate.
   m. Creating a false sense of history by adding porches on the façade or any elevation by adding architectural details where none previously existed.
   n. Installing treated wood that remains unpainted.
   o. Enclosing porches in a manner that results in a loss of historic character.
   p. Installing porches that are incompatible in size and scale with the historic building or obscure, damage or destroy character-defining features.
   q. Permanently enclosing a historic porch.
   r. Adding a new deck to a building's primary façade.
   s. Enclosing or obscuring historic porches and historic porch features.

RESOURCES FOR FURTHER READING

For more information on porches see the following Preservation Briefs.

- Preservation Brief 45: http://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm
- Preservation Brief 15: http://www.nps.gov/tps/how-to-preserve/briefs/15-concrete.htm
- Preservation Brief 16: http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm
- Preservation Brief 47: http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm

SIX: GUIDELINES FOR ROOFING

Figure 50. Campbellsville Civic Center, 205 N. Columbia Avenue.

SUMMARY

A building's roof is more than just material that on top of a roof structure. It is a complicated system designed to move water away from a building onto the ground below. This system is comprised of the gutter and downspouts, the roof structure, the sheathing membrane, the roof's pitch and form, and the roof-wall junction which may have open or boxed eaves, depending on the building's style and type. This system is interrupted by dormer windows, chimneys and vent pipes flashed to prevent water infiltration. All of these parts must be maintained and repaired to function properly.

While this system performs its functional duties, it also provides historic and architectural character to a historic building. The roof's form, whether gable, hipped, pyramidal, gambrel, shed, or flat is an important detail that gives visual cues as to the age and style of the building. The historic roof's water-proof covering is among the most visible part of the roof system, and is treasured for its picturesque qualities, when combined with the roof form. Historic roofing materials, such as slate, standing seam metal, clay tile, and concrete tile provide visual interest in the historic districts and are an essential part of the building's character. After approximately 1900, bitumen-based roll, built-up, or shingle roofing materials became popular due to their fire-proof qualities, ease of installation, and inexpensive cost. This type of roofing largely replaced wood shingle and shake roofing of the nineteenth century. Historic chimney stacks, dormer windows, eave overhangs, exposed rafter tails, gutters, cornices, and other decorative details are among other important character-defining features located on or near the roof.

The gutter system is an important part of the roof as it carries water off the roof and away from the building's walls and foundations. Historic gutters can also be a decorative element, as they were typically built-in type gutters that were either a standing (Yankee) gutter or a box gutter.

Campbellsville's historic district feature a wide variety of historic roof forms, materials, and details. Materials, such as fiberglass shingle and metal roofing, are found on roof forms such as side gable and hipped roofs. Bitumen or built-up roofs are found commonly behind parapet walls that extend above the roof. Some have

openings along the parapet walls that access downspouts on the building exterior. Others have internal drainpipes that allow the water to flow into a central drainpipe that guides the water away from the building.

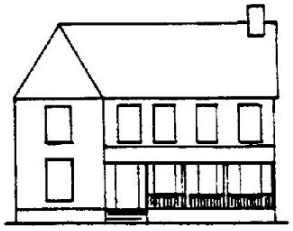
Whatever the form or material, these roofs are important character defining features in the district. The following guidelines are intended to assist property owners with preserving, repairing, restoring, and maintain their historic roof systems.

6.1. ROOF STRUCTURES AND MATERIALS

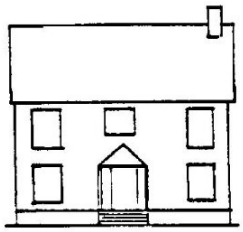
Recommended:

6.1.1. The historic roof structure, it's orientation to the street, shape, pitch, form, decorative elements and features, and the original sheathing materials should be preserved and maintained wherever possible since they help define a building's historic character.

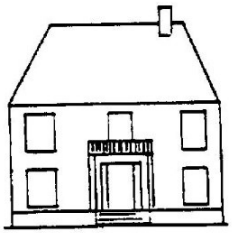
Gable and hipped roof



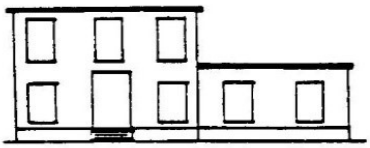
Gabled ell roof



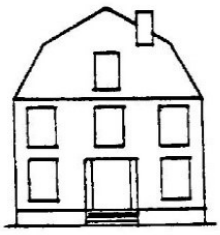
Side gable roof



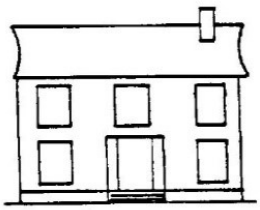
Hipped roof



Flat roof



Gambrel roof



Mansard roof

Figure 51. Roof types.

a. Historic roofing materials should be preserved and maintained unless deteriorated beyond repair and then they should be replaced with similar materials if feasible.
b. Base the reconstruction of any missing roof feature on historical, pictorial, and physical evidence. If such evidence is insufficient, the feature should be a compatible new design rather than a falsely historical or conjectural reconstruction.
c. Leave historically exposed rafter ends and eaves open and uncovered.
d. Decorative ornamentation like finials and balustrades should not be altered or removed.
e. Historic roofs should be inspected on the exterior and in the interior, if accessible, each year or directly after a heavy storm, to assess the roof's condition and repair any issues.

6.1.2. Replace historic roof details, such as decorative cresting and finials and tile ridge caps on tile roofs with in-kind materials or materials that are visually compatible Before replacing the entire historic roof covering, sections of damaged roofing materials should be replaced with compatible materials that match existing materials in composition, texture, and color.

a. Replace historic roofing with in-kind materials whenever possible. Substitute materials should be visually, physically, and chemically compatible with the remaining historic roof material and should be installed only when in-kind replacement is technically or economically infeasible.
b. Repair deteriorated sections of historic roofing material whenever possible through selective replacement rather than undertaking complete roof replacement.
c. Asphalt or composition shingle roofs that were added after 1940 may be replaced with similar materials.
d. Wood shingled roofs may be re-roofed with replacement wood shingles that match the existing wood shingles in shape, material, size and color. Roofs that were never wood shingled should not be re-roofed with wood shingles.
e. Historic standing seam metal roofs should be re-coated and painted to ensure their continued service, before considering replacement.
f. If wholesale roof covering replacement is necessary due to deterioration, historic roofs should be re-roofed with materials that match the historic materials in dimensions, profile, texture, color, and composition.
g. Historic slate or clay tile roofs should first be replaced by matching as single units of modern slate or clay tiles.

Figure 52. Replace historic roofing materials with similar matching materials. See guideline 6.1.2.h.

h. If historic slate, standing seam metal, or clay tile roof coverings are extremely deteriorated, they should be replaced respectively with modern slate, standing seam, or clay tile to match the appearance of the historic materials.

i. Historic slate tile roof coverings may be replaced by a compatible synthetic slate roof that appears similar from the visual setting.
j. Historic clay tiles may be replaced with compatible synthetic roofing materials or concrete tile that is similar in appearance.
k. Historic standing seam metal roofs should be replaced with a standing seam metal roof that is similar in appearance and seam profile.
l. If a substitute material is used, this material should not cause damage to the roof structure through a heavy load.

6.1.3. Commercial flat roofs should be replaced with in-kind materials.
a. If the roofing material is non-historic, commercial flat roofs may be replaced by membrane roofing.
b. Historic roof structures that are damaged or deteriorated should be replaced by a roof structure with the same form, shape, and dimensions.
c. Any historic details removed to replace or repair a roof structure should be carefully handled and restored to their former location after the project is completed.
d. Serious issues, such as failure of flashing materials and an uneven roof deck should be dealt with as soon as possible to avoid damage to the historic building.

6.1.4. Original dormers and their decorative elements should be preserved and maintained.
a. The addition of new dormers or gables is discouraged. However, dormers and gables may be added if they are in proportion to the building and are on a secondary façade, not readily visible from the street or sidewalk.
b. Skylights may also be added to rear roof slopes if they are not readily visible from the public right-or-way. Flush or flat skylights are preferred over raised or bubble lights.

6.1.5. Non-historic buildings or buildings with a replacement asphalt replacement roof may be replaced with a modern asphalt covering that is compatible with the visual setting.
a. If there is sufficient forensic or documentary evidence that the historic building was roofed with a differing sheathing within the period of significance, that type of roofing material should be restored

6.1.6. The color of the roof covering should be harmonious within its visual setting and should match or complement the historic building.
a. Paint all roof vent assemblies to match the color of the roofing material.

Not Recommended:

6.1.7. Removing original roof materials when the material is in good condition.
a. Removing a major portion of the roof or roof features or materials that can be repaired.
b. Applying paint or other coatings to roof materials which have been historically unpainted or uncoated.
c. Stripping the roof of sound and repairable historic material such as clay tile, wood, slate, and metal.
d. Removing of a chimney, dormer or cupola.
e. Covering existing chimneys, dormers or cupolas with a new material.
f. Removing a roof feature that cannot be repaired, such as a dormer, chimney or cupola and not replacing it or replacing it with a new feature that does not convey the same visual appearance.
g. Creating a false sense of history by adding roof features or by adding architectural details where none previously existed.
h. Installing mechanical or service equipment on a roof in such a way that it damages the historic building materials.
i. Historic buildings should not receive a roof covering intended to resemble a historic roof covering which was never utilized on the building during the period of significance.

j. Wood shake or shingle roofs shall not be installed unless there is sufficient forensic or documentary evidence of their presence on the historic building
k. Altering historic roofs shapes if they are visible from the public-right-of-way.
j. Raising original roofs above their current height to allow for additional stories.
k. Attaching antennae, electrical devices, satellite transmitters, skylights, vents, air conditioning units, decks, terraces, dormers, or solar panels that can be seen from a building's primary elevation.

6.2. GUTTERS AND DOWNSPOUTS

Recommended:

6.2.1. Historic gutter systems should be preserved and maintained.
a. Gutters and downspouts should be inspected and cleaned at least twice a year, Spring and Fall are the recommended times, to ensure they function properly.
b. A historic roofing professional should be consulted for serious issues.
c. Historic components of the gutter system should be preserved and maintained. These include historic splash blocks, gutter lining, decorative leader heads, and cast-iron downspouts.

Figure 53. Replace historic gutters and downspouts with similar materials, design, dimensions and color. See guideline 6.2.1.d.

d. Historic gutters should be replaced in-kind with new gutters of similar materials, design, dimensions, and color, only when significant deterioration has occurred, that is 60 percent of the gutter's historic fabric.
e. Exposed gutters or downspouts should be painted to match the trim color. To prevent paint from peeling, new metal should be thoroughly cleaned and painted with galvanized steel primer before applying finish coats of paint.

f. Concealed or box gutters should be preserved and repaired whenever possible. If concealed gutters cannot be repaired feasibly, they should be sealed and covered to match the existing roof and replaced with a hanging gutter as necessary.
g. Where hanging gutters and downspouts are required, the half round type is historically appropriate.

6.2.2. If replacement is determined necessary, all built-in historic gutters, such as box or Yankee gutters, shall be replaced with a gutter of the same design.
a. Replacement gutters should be lined with copper or metal
c. Sagging gutters should be realigned and equipped with a new hanger strap that matches the existing strap in color and size.
d. Non-historic gutter systems may be replaced by half-round, ogee gutters, or box gutters with round downspouts, as long as this is congruent with the building style and the visual setting.
e. Replacement gutter systems shall be installed in a way that does not damage and/or conceal the historic building fabric.
f. Replacement gutter systems should be sized to handle the intended water flow.
g. Historic and replacement gutters and downspouts should be painted a color similar to or compatible with the building.
h. Copper gutters do not require paint.

6.2.3. Remove and/or trim away plant debris and animal nests from gutters and downspouts to ensure proper drainage.

Not Recommended:

6.2.4. Replacing gutters lined with tar or rubber membranes.

6.2.5. Replacing historic or non-historic gutters on a visible façade with modern hanging gutters.

6.3. CHIMNEYS

Recommended:

6.3.1. Preserve and maintain original chimneys.
a. Historic chimneys should be inspected, and debris removed from them each year, preferably before Fall use, and every five years by a qualified mason.
b. Inspections should note the condition of the masonry and mortar joints, chimney cap, flashing, and any associated decorative details.
c. Historic chimneys, chimney caps, and associated decorative details shall be maintained and preserved.
d. Clay, slate or stone chimney caps are preferable to metal chimney caps. Chimney caps are often used to deter sparks from landing on the roof and act as a barrier against rain and small animals.
e. If determined necessary, historic decorative details and chimney caps should be replaced with materials and designs to match existing.

6.3.2. Repair and repointing of brick chimneys should be done with brick and mortar that matches the original. If a match proves unfeasible, painting of chimneys is acceptable in shades of dark red and burgundy or brick color that matches the original brick color.

Figure 54. Preserve and maintain original chimneys.
See guideline 6-3-1.

a. If a chimney is in poor condition or has been extensively patched and repointed, it is acceptable to cover the exterior surface with stucco. Stucco should only be used where the chimney's original appearance detracts from the overall appearance of the building.
b. Brick repair and mortar replacement should be accomplished by a professional with experience in historic buildings and shall follow the brick masonry walls as recommended in this document.
c. If a complete restoration is necessary, the chimney should be restored using the same bricks or stones, if possible, and a compatible mortar that matches the original in composition, texture, and color.
d. Replace cracked bricks or stones with bricks or stones with historic brick or stone to match the original in size, shape, texture and color.
e. An extensively patched and repointed historic chimney may be parged and painted or stuccoed in colors and textures that complement the historic building and visual setting.
f. Stucco or parging shall only be used where a chimney's appearance detracts significantly from the building's overall appearance.

6.3.3. Historic chimneys shall only be removed, re-laid, and restored in cases of significant deterioration, which is defined as 60 percent of the chimney's historic fabric.

6.3.4. An unobtrusive chimney screen may be added to chimney tops to prevent debris from blocking the flue area.

6.3.5. New chimneys should be constructed of brick or stone and may use chimney caps of clay, slate, or stone.

Not Recommended:

6.3.6. Removing exterior masonry chimneys.
a. Removing a historic chimney below the roof line even if it is not in active use.
b. Removing or replacing a brick chimney with metal or other materials.
c. Removing decorative brick corbelling and clay chimney caps.

6.3.7. Installing a new chimney on a historic building in a location where it never existed during the period of significance.
a. Installing a new chimney larger in size or in detailing than other chimneys within the visual setting.

6.3.8. Re-pointing masonry joints with mortar that is too hard or does not replicate the existing mortar profile.

6.4. DORMERS AND SKYLIGHTS

Recommended:

6.4.1. Historic dormers should be preserved and maintained.
   a. Historic dormer windows should be inspected and repaired yearly, when examining the roofing materials and structure.
   b. The roof form, pitch, and materials that characterize historic dormer windows should be preserved and maintained
6.4.2. New dormer windows may be added to facades that are not visible from the public right-of-way as long as they are sized in proportion to the historic building.
6.4.3. Low-profile skylights may be added to non-street visible facades, as long as they are flashed appropriately.

Not Recommended:

6.4.4. Adding new dormers, skylights, or parapet walls to primary façade or facades visible from the public right-of-way.
   a. Domed, faceted, or bubble shaped skylights should not be installed.\
   b. Differentiating dormers so that they stand out against the historic building.

6.5. CORNICE, SOFFITS, EAVES, AND DECORATIVE DETAILS

Recommended:

6.5.1. Original cornice elements shall not be removed or obscured.
   a. Historic brick, wood, and/or sheet metal cornices shall be preserved and maintained.
   b. Original cornices should be repaired rather than replaced. If replacement is necessary, the new cornice should replicate the original in shape, dimension, design, materials and color.

Figure 55. Original cornice elements shall not be removed or obscured. See guideline 6.5.1.

   c. Cornice and frieze elements shall be maintained and repaired when necessary, using in-kind replacement materials and matching decorative details and profiles of the existing original design.
   d. Cornices and friezes shall be protected during any repair or cleaning.
   e. Retain original roofline and parapet features of existing buildings.
   f. Historic decorative ornamentation associated with the roof top shall be preserved and maintained.

g. Decorative details such as finials, balustrades, roof cresting, cupolas, turrets, weathervanes, and other historic roof features should be inspected yearly and repaired with similar materials as necessary.
h. Historic decorative details shall not be removed or altered but shall be repaired as needed replicating the original material, design and color.

6.5.2. Replacement cornices shall be based on sufficient forensic or photographic evidence.
a. Replacement cornice materials such as fiberglass reinforced concrete may also be used if it replicates the historic cornice in the same overall dimensions, shape and details.

6.5.3. Historic roof-wall junction details shall be preserved and maintained.
a. Historic eaves, rafter tails, fascia boards, soffits, and other roof-wall junction details should be inspected and repaired yearly, when inspecting the roof.
b. Roof-wall details may be replaced with materials and designs that replicate the original if the original is missing or deteriorated beyond repair.

6.5.4. Cornices for newly constructed building may be a variety of form, shape, and detailing but not replicated the historic cornice lines.

6.5.5. Mechanical equipment should not be visible from the public right-of-way pedestrian should be screened by parapet walls or projecting cornices.

6.5.6. Vinyl or aluminum shall not cover historic details nor be used as a replacement material for these roof-wall details.

Not Recommended:

6.5.7. Installing a new cornice on a building that never had a cornice.
a. Removing a cornice and not replacing it.
b. Removing cornice and frieze elements, such as dentils and brackets.
c. Adding ornamentation, such as dentils and brackets to the cornice and frieze that do not match the existing in materials, scale, design, and composition.

RESOURCES FOR FURTHER READING

For more information on roofs see the following Preservation Briefs.

- Preservation Brief 4: http://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm
- Preservation Brief 16: http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm
- Preservation Brief 19: http://www.nps.gov/tps/how-to-preserve/briefs/19-wooden-shingle-roofs.htm
- Preservation Brief 29: http://www.nps.gov/tps/how-to-preserve/briefs/29-slate-roofs.htm
- Preservation Brief 30: http://www.nps.gov/tps/how-to-preserve/briefs/30-clay-tile-roofs.htm
- Preservation Brief 39: http://www.nps.gov/tps/how-to-preserve/briefs/39-control-unwanted-moisture.htm
- Preservation Brief 47: http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm
- *From Asbestos to Zinc:Roofing for Historic Buildings*: http://www.nps.gov/tps/education/
- roofingexhibit/introduction.htm

SEVEN: GUIDELINES FOR ARCHITECTURAL ORNAMENTATION

Figure 56. Historic architectural ornamentation at 202-204 East Main Street.

SUMMARY

Architectural details are a significant component of a building's character and include trim work and ornamentation. Exterior trim, visually serves as a framework around areas of a building's wall surface and helps with the transition to decorative elements such as windows, doors, cornices and porches. The function of trim is a sealant for siding and shingles joints, corners and openings, and for providing a weather-tight enclosure for buildings. Trim consists of door frames, window frames, rake boards, wood sills, and corner boards. In the category of ornamentation, there are decorative brackets, porch columns, pilasters, post or piers, newel posts, balustrades, spindles, dentils, verge boards, finials, pendants, and other embellished details. Historic trimming materials may include wood, cast iron, wrought iron, pressed metal, stone, tile, brick or terra cotta.

Architectural details help to create a historic building's unique visual character and shall be preserved whenever feasible. For architectural details that are deteriorated beyond repair, it is important their replacement match the original detailing in composition, size, shape, texture, and profile. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall not be solely based on evidence from similar buildings in the district or surrounding area.

7.1. ARCHITECTURAL ORNAMENTATION

Recommended:

7.1.1 Existing architectural ornamentation that should be maintained and preserved includes brackets, braces, trim, dentils, decorative cornices, cast iron columns and pilasters, tiled entry floors, ornamental brickwork, window hood molds, door surrounds, spindle work, and decorative siding that often appears in gabled ends.

Figure 57. Existing architectural ornamentation should be maintained and preserved. See guideline 7.1.1.

a. Architectural ornaments should be inspected yearly for signs of deterioration and damage.
b. Retain mortar joints, unit size, profile, texture, tooling, bonding patterns, and coatings.
c. Where necessary, replace deteriorated architectural features with materials which are similar in composition, size, shape, texture, and profile.
d. Elements that are deteriorated should be repaired and/or replaced if necessary, with materials and profiles to match the original.
e. Architectural ornamentation should be patched using in-kind materials with the same dimensions, profile, thermal expansion, and strength.
f. Architectural features and ornamentation should be restored where missing, if sufficient documentation is available.
g. Retain and preserve any architectural features and details that are character defining elements of downtown structures, such as cornices, columns, brickwork, stringcourses, quoins, etc.
h. Expose and restore original detail features if presently covered.
i. Preserve existing identifying details such as inset or engraved building names, markings, dates, etc.

Not Recommended:

7.1.2. Adding architectural ornamentation not based on photographic or physical evidence.
a. Adding ornamentation that never existed on the building.
b. Removing an existing cornice unless it poses a potential safety hazard.
c. Removing or radically changing the architectural details that define the historic character of a building.
d. Neglecting to treat the causes of deterioration.
e. Using replacement substitute materials that does not convey the visual appearance of the architectural detail or is physically incompatible.

RESOURCES FOR FURTHER READING

For more information on architectural ornamentation see the following Preservation Briefs.

- Preservation Brief 1: http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm
- Preservation Brief 2: http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm
- Preservation Brief 6: http://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm
- Preservation Brief 10: http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm
- Preservation Brief 15: http://www.nps.gov/tps/how-to-preserve/briefs/15-concrete.htm
- Preservation Brief 22: http://www.nps.gov/tps/how-to-preserve/briefs/22-stucco.htm
- Preservation Brief 27: https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm
- Preservation Brief 37: http://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm
- Preservation Brief 39: http://www.nps.gov/tps/how-to-preserve/briefs/39-control-unwanted-moisture.htm
- Preservation Brief 47: http://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm

EIGHT: GUIDELINES FOR SIGNAGE AND MURALS

Figure 58. A wall sign directly on a building.

SUMMARY

Building accessories are items that are attached to or are in close proximity to buildings that typically fulfill a purpose. This type of modern amenity can negatively impact historic buildings and the streetscape and must be as unobtrusive as possible in design, materials, and placement.

Signs are one of the most important business accessories. It advertises a business and announces what is taking place in the establishment and helps promote the business at street level for pedestrian and vehicular traffic. The use of painted or finished wood signs was the most common type of wall sign or projecting sign at the turn of the century. These types of wood signs continue to be popular today. However, signs can create chaotic environment unless regulated. Signs should not be the primary focus of a building and should not overpower historic design and elements. Commercial signs are permitted within the historic district and the requirements for their size, materials, attachment to the building are outlined below.

8.1. SIGNAGE

Recommended:

8.1.1. Historic building signs shall be preserved and maintained.

a. In reviewing sign applications, the Historic Preservation Commission will use these Design Guidelines that have been approved by the City Council and the requirements of the Planning and Zoning Ordinance.

b. Owners and tenants shall complete a Certificate of Appropriateness application to apply to the Historic Preservation Commission for approval before their signs are made.

c. The number, size, height, appearance and location of signs in the Local Historic District shall be controlled by the Commission through their regular review process.

d. Any sign not previously approved by the Commission will be considered non-conforming as of the adoption of these Design Guidelines until found to be appropriate by subsequent actions of the Board.

8.1.2. Definitions

a. For the purposes of these Design Guidelines, the definitions of signs are hereby defined. All other words and phrases shall be given their common, ordinary meaning unless the context clearly required otherwise.

b. Sign: An identification, description, illustration or device which is affixed to or represented directly or indirectly on a building, structure, or land and which directs attention to a product, place, activity, institution, or business.

c. Awning Sign: A sign painted on or printed on, or attached against, the surface of an awning.

d. Mobile or Portable Sign: Any sign which is affixed to a frame having wheels or capable of being carried, or otherwise portable, does not have a permanent foundation, cannot withstand stress and wind loads, and are designed to stand free from a building or other structure.

e. Temporary Sign: Such signs support a candidate for office or urge action on any other matter on the ballot of the state, local or national election or referendum, sports events, yard sales, civic organizations, social events, etc.

f. Sandwich Board Sign: A freestanding sign constructed of wood containing no plastic attachments.

g. Shingle: A sign constructed of wood or metal structurally attached perpendicular to the face of a building.

h. Wall signs: Any sign affixed in such a way that its exposed face and sign area is parallel to the plane of the building to which it is attached.

Figure 59. A freestanding sign listing the businesses in the adjacent building. See guideline 8.1.2.b.

i. Window Signs: Signs painted on or attached to or suspended behind any window or door that serves as an identification of a business.

8.1.3. Special Sign Regulations

a. Signs in the Historic District shall conform to the following regulations:
   1. Size: A total sign area of one square foot for each lineal foot of building frontage.
   2. Location:
      a. Signs may be flat wall signs that are directly mounted on the surface of the building.
      b. Signs on the vertical faces of canopies may project below the lower edge of the marquee not more than twelve (12) inches. The bottom of shingle and signs on the canopy valance shall be no less than eight (8) feet above the sidewalk or grade at any point. No part of a sign shall project above a vertical canopy face.
      c. Signs shall not project above the roofline, nor cover any window or door opening, not exceed the height of the building cornice nor exceed the roof parapet.
      d. Whether they are wall-mounted, suspended, affixed to awnings, or projecting, signs must be placed in locations that do not obscure any historic architectural features of the building or obstruct any views or vistas of historic downtown.
      e. Historic transom glass should not be covered or obscured with a solid sign panel.
      f. Small signs mounted perpendicular to building façades are permitted if they do not obscure important architectural details or the view and/or signs of neighboring businesses.

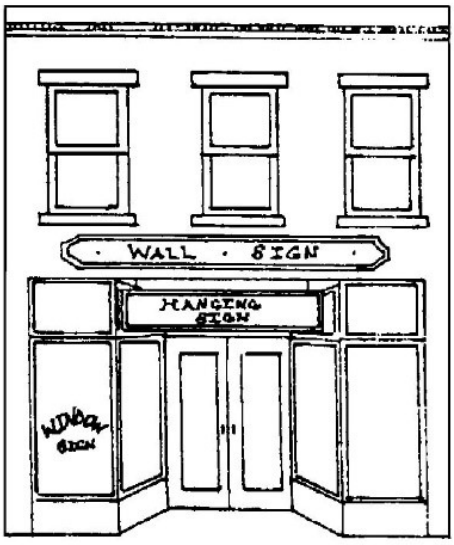


Figure 60. A flat wall sign mounted on the surface of the building. See guideline 8.1.3.a.2.a.

   3. Guidelines:
      a. Signs and lettering styles should be designed to be historically appropriate and should not predate the facade to which they are applied. (For example, an early 1900's sign should not have a reproduction of a colonial or 1700's sign).
      b. Installation and design of new wall signs shall be done in a sensitive manner in keeping with the historic character of the districts.
      c. New signs shall not conceal important architectural details.

d. Sign lettering should be in keeping with the overall character of the district and should be either of contemporary in nature or based on historic signs from the district.
e. Vinyl lettering and graphics should not be applied to wood signs.
f. Numbers of colors shall not be restricted; however, color selection should complement but not necessarily match the building.
g. Sign colors should be complementary to the colors on the historic building and adjacent buildings.
h. Dark backgrounds with light letters should be considered appropriate sign colors for increased visibility.
i. Dark colors may also be used as they complement the dark red colors of masonry in historic commercial areas.

4. Illumination:
   a. Lighting should be designed to be historically appropriate.
   b. The light from any illuminated sign shall be as unobtrusive as possible. It should be shaded, shielded or directed that light intensity or brightness will not be objectionable to surrounding areas.
   c. Incandescent lights should be utilized, rather than spot or flood lights.
   d. Non-flashing neon signs may be approved if the sign conforms with the guidelines.
5. Materials:
   a. Inappropriate materials and finishes generally include, but are not limited to grade wood, unfaced. plywood, plastic substrates, and unfinished wood.
   b. Sign brackets shall be constructed of painted wood or pre-finished, or painted metal. Guy wires, if needed, shall be as inconspicuous as possible.
   c. Signs shall be mounted in such a way as to minimize damage to historic materials. For example, bolts should extend through mortar joints and not through masonry units.
   d. New sign materials should be in keeping with the character of the districts.
   e. Finished wood, carved wood, gold leaf, brass letters, and/or glass may be used.
   f. Contemporary materials, such as metal, precast or sandblasted resin, may be used.
   g. Signs identifying the name of a building, the date of construction, or other historical information should be composed of materials similar to the building, or of bronze or brass. These building identification signs should be affixed flat against the building and should not obscure architectural details; they may be incorporated into the overall facade design or mounted below a storefront cornice.
   h. Signs for multiple storefronts within the same building should align with each other.
   i. Logo and text elements of a sign for awnings may be either silk screened or appliquéd stitched.
6. General Criteria:
   a. Space on the building facade specifically designed to contain signage shall be the most appropriate location for signs.
   b. Retain historic signs and advertising painted on the sides of buildings.
   c. The sign colors should accent and/or harmonize with the color of the building. The style of lettering should be compatible with the building as well as the business. The sign should be in proportion to the building and the letter size in proportion to the sign.

8.1.4. Non-Conforming Signs

a. Signs existing at the same time of enactment as these Design Guidelines, that are not conforming to its provisions, but which were constructed in compliance with previous regulations, shall be regarded as non-conforming but may continue to be used if properly

repaired and maintained as provided in these Design Guidelines. If thus repaired and maintained the signs shall continue in conformance with other Ordinances of this municipality. However, if repair and maintenance is not maintained, then they shall be considered to be unlocked from this grandfather clause and they shall be removed by the owner, agent, or persons having beneficial use of the structure or land on which the signs are located.

b. Any sign existing in violation of these regulations, after a violation or the repair and maintenance grandfather clause, shall be removed within six (6) months after the date of passage of these Design Guidelines or from the date of construction, whichever is later.
c. Non-conforming signs that are structurally altered, relocated, or replaced shall comply immediately with all provisions of this article.

8.1.5. Prohibited Signs

a. Prohibited signs are those which:
    1. Contain statements, words or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.
    2. Contain or are an imitation of an official traffic sign or signal or contain the words "stop", "go slow", "caution", "danger", warning", or similar words.
    3. Are of a size, location, movement, content, coloring, or manner of illumination which may be confused or construed as a traffic control device or which hide from view any traffic or street sign or signal.
    4. Advertising an activity, business product or service no longer conducted on the premises upon which the sign is located, unless permitted by the Board.
    5. Contain or consist of flags, banners, posters, pennants, ribbons, streamers, strings of lights, bulbs, spinners, or other similarly moving devices. These devices when not a part of any sign is prohibited, unless they are permitted by the Commission.
    6. May swing or otherwise noticeably move as a result of wind pressure because of the manner of their suspension or attachment or are not securely fastened to their supports.
    7. Advertise a national or local brand product as part of the overall sign unless approved by the Commission.

8.1.6. Exemptions

a. The following types of signs are exempt from all the provisions of these Design Guidelines, except for construction and safety regulations and the following requirements:
    1. Public Signs: Signs of a non-commercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as safety signs, trespassing signs, traffic signs, memorial plaque signs, and signs of historical interest.
    2. Holiday lights and decorations with no commercial message.
    3. Traffic control signs on private property, such as Stop, Yield, and similar signs, and which contain no commercial message.
    4. Temporary signs on the public right-of-way announcing or relating to a campaign, drive or event of a civic, philanthropic, educational, or religious organization are allowed provided that an encroachment permit is obtained from the City of Campbellsville or the Taylor County Fiscal Court for signs located in the City of Campbellsville or Taylor County property. These signs shall be removed promptly upon the conclusion of the event to which they relate no later than thirty (30) days.
    5. Temporary (i.e., sidewalk, easel-mounted or freestanding) signage is permitted as long as it is in compliance with other city codes and does not obscure significant streetscape vistas or architectural features.
    6. Signs within a ballpark, field or diamond, which indicate sponsorship of the teams or activities that occur therein, are allowed.

7. Small temporary signs such as window signs, rental signs, room and board signs, apartment or house for rent not exceeding twelve (12) square feet in area.
8. Vehicles. Signs on vehicles of any kind, provided the sign is painted or attached directly to the body of the original vehicle and does not project or extend beyond the original manufactured body proper of the vehicle.

8.2. GHOST SIGNS

Recommended:

8.2.1 Definition: A wall sign painted on the exterior wall of a building which advertises a business, product or service no longer found at that location.

a. Maintenance of permitted signs – Exceptions: Ghost signs are not required to be maintained or preserved, nor are they required to be removed, unless the city determines such action is necessary to protect the health, safety and general welfare.
b. Every effort shall be made to maintain the historic commercial murals, i.e. “ghost signs”.
c. Ghost signs do not apply toward the maximum square foot sign areas.
d. Ghost signs are not considered off-premise signage.

Not Recommended:

8.2.2. No sign shall have blinking, flashing or fluttering lights or other illuminating devices that change light intensity, brightness or color. Beacon lights are not permitted.

a. No colored lights shall be used at any location or in any manner so to be confused with or construed as traffic control devices.
b. Light fixtures associated with signs should not be readily visible from the street or sidewalk.
c. Electronic signs, such as LED signs, should not be used.
d. Signs illuminated from within are generally not appropriate. Lighting for externally illuminated signs must be simple and unobtrusive and must not obscure the content of the sign or the building facade.
e. Signs should not obscure architectural details.
f. Signs on the angled or curved face.
g. In no case shall a temporary sign substitute as a permanent sign.
h. A projecting sign shall in no case project beyond 1/2 of the sidewalk width.
i. A window sign should cover no more than approximately thirty percent (30%) of the total window area.
j. Altering ghost signs that changes its original design, wording or size.

8.3. MURALS

Recommended:

For the purpose of these Design Guidelines murals shall be deemed "Conforming" under the following conditions.

Figure 61. Civil War Mural by artist Joshua Mason painted on panels and attached to the Taylor County Courthouse wall in 2010. See guideline 8.3.1.f

8.3.1. Existing murals should be maintained, preserved, and protected.
   a. Permission must be granted from the property owner to mount or paint a mural on a façade of a historic building before applying to the Commission for approval.
   b. New murals and public artwork should be mounted on boards to be attached to a building that has never been painted.
   c. The Commission shall, after obtaining permission of the property owner, determine the feasibility of wall repairs on the exterior and examine its condition.
   d. A small drawing, photograph or sketch of the mural, along with the size and materials to be used, must be presented to the Commission and the property owner for their review and approval.
   e. Extensive study for the appropriateness of any mural must be made prior to the recommendations for approval, approval with changes or disapproval.
   f. Mural may be painted on panels attached to a wall if the wall has not been painted.
   g. Murals may be painted directly on a wall or ceiling that has been previously painted.
   h. The character and value of the mural as defining a reminder of the cultural or architectural heritage of the City shall be paramount when making the decision.

Not Recommended:

8.3.2. Painting new murals on brick walls of a historic building that has not previously been painted.
   a. Painting new murals on the primary facade of historic buildings.
   b. Painting a mural or placing artwork on a historic building or site without approval from the property owner and the Historic Preservation Commission.

RESOURCES FOR FURTHER READING

For more information on signage see the following Preservation Briefs.

- Preservation Brief 25: http://www.nps.gov/tps/how-to-preserve/briefs/25-signs.htm

NINE: NEW GUIDELINES FOR NEW CONSTRUCTION AND ADDITIONS

Figure 62. Taylor County Justice Center, 300 East Main Street, built 2005.

SUMMARY

New construction can enhance the visual quality of a local historic district. It provides an opportunity to fill voids in the streetscape with compatible contemporary designs. The City of Campbellsville and the Campbellsville Historic Preservation Commission is committed to assisting property owners with the design and construction of appropriate new buildings on vacant lots within the local historic district.

The following guidelines are intended to help property owners successfully design and construct new compatible buildings within the local historic district.

Before designing and constructing a new building for an existing site in a local historic district, analyze the visual setting of the buildings in the area where you plan to construct your new building.

Visual setting - the historic buildings directly adjacent to as well as across the street from your site.
V*isual character of the building* - the specific features and characteristic historic elements of the buildings within the district.
Height - How tall are the adjacent buildings?
Width - How wide are the buildings on the block? Are they more horizontal or more vertical?
Building shape - Are the adjacent building footprints square, rectangular, or are they more complex with a variety of recesses and voids? Check Google Earth, the PVA, or another internet aerial mapping system, to note the building footprints.
Spacing - How close together are the buildings on the block? How far do the buildings set back from the street?

Windows and Doors - What is the pattern of window and door openings on the facades? How do the openings relate to the overall building's massing?
Porch or stoop - Do adjacent buildings have porches, stoops, or covered entryways?
Roof shape - What is the shape and pitch of the adjacent historic roofs? Do the buildings have chimneys or dormer windows?
Materials - What are the materials of the adjacent buildings? Note the foundation walls, primary exterior wall materials, and roofing materials.
Architectural Details - Do the adjacent buildings have characteristic architectural details, such as decorative cornice lines or cast-iron columns?
Trees – Are there mature trees or important landscape features?

Specific details regarding the historic characteristics of foundation walls, roofs, windows, storefronts, exterior walls, doors and entryways, and porches are included within these Design Guidelines. Consult the Table of Contents for specific building elements in question.

9.1 NEW CONSTRUCTION:

Recommended:

9.1.1. Existing buildings that contribute to the architectural character of the district should be preserved and remain in place.
9.1.2. New development in the proposed district should take into consideration the existing spatial patterns of building-to-landscape that is prevalent in the district and emulate that pattern in order to reinforce the identity of the district.
a. New buildings should set back from the street similar to adjacent historic building setbacks within the district.

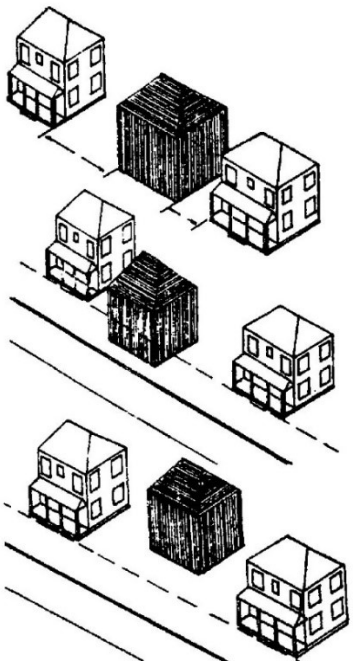
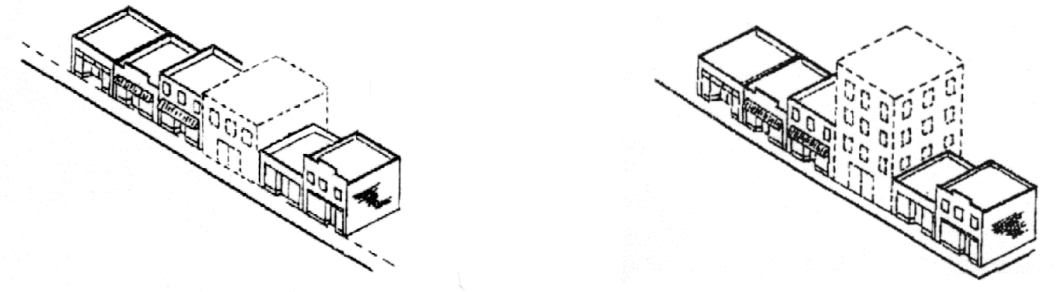


Figure 63. New building setbacks should be similar to adjacent historic buildings. See guideline 9.1.2.a.

b. New infill construction should be a contemporary design that it is compatible with the adjacent buildings in the historic district and is similar in height, proportion, scale, materials, massing, orientation, setback, texture, details, color, roof shape, facade organization and roof form.
c. The building's orientation on the site should closely relate to those adjacent properties.
d. Front facades of new buildings should face toward the street or the same direction as adjacent buildings.
e. The massing of the structure should not overpower those already in existence since their prominence has been historically documented and they have acquired significance in their own right.
f. New buildings located on corner lots may have entrances that address the corner, the main street, or the side street.
g. Primary entrances shall follow the patterns already established within the historic district.



Appropriate infill **Inappropriate infill**

Figure 64. Infill construction should be compatible with adjacent buildings. See guideline 9.1.2.b.

9.1.3. The architectural style of the new building is not restricted. New buildings designs will be evaluated based on their appearance, quality of design and relationship to the surrounding environment.
a. New construction should be compatible with, but not imitate, the architectural design period typically found in the district.
b. Basic architectural dimensions and design features should follow the historic patterns and aesthetics previously established within the historic district.
c. New construction should use the historic architectural character of adjacent buildings as inspiration without directly duplicating the elements.
d. New construction should be based on the design elements inherent in the district while creating different forms of expression through use of contemporary materials.

Existing building **Compatible new design**

Figure 65. New construction should be based on existing design elements creating different forms using contemporary materials. See guideline 9.1.3.d.

9.1.4. Window and door openings should reflect the existing rhythm and scale and height-to-width ratios of adjacent historic buildings in the historic district.
   a. The ratio of window area to solid wall for new construction shall be similar to other buildings in the block.
   b. The design of new commercial storefronts and upper-story façades shall be similar to those in the historic district.
   c. Storefront and/or display-style windows must be included in all retail developments at the street level on the primary facade.

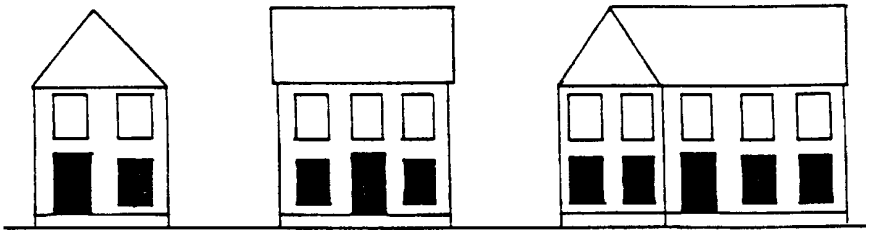


Figure 66. Window and door openings should reflect the rhythm, scale and height-to-width ratios of adjacent historic buildings. See guideline 9.1.4.

9.1.5. Exterior building materials shall be similar to and/or complement the other historic commercial buildings in the district.
   a. New masonry materials shall be similar in dimensions, coursing pattern, profile, texture, color, and detailing with surrounding historic masonry materials in the district.
   b. Porch columns, railings, and details should be constructed of wood, brick, stone, concrete, or painted resin.
   c. Wood or aluminum-clad windows should be used for new construction.
   d. Metal windows with a dark-anodized aluminum window sash may be used.

9.1.6. Foundation walls should be constructed of brick, stone, poured concrete and/or parged and painted concrete block.
   a. New foundation walls should be compatible to other foundation walls within the historic district.
   b. Parged and painted concrete, concrete block, brick or stone may be used for foundations walls.
   c. New masonry foundation walls may have a belt course.
   d. Formed concrete may be used for decorative elements, belt courses, and where stone was used historically.

9.1.7. Preserve existing historic landscape features.
   a. Preserve mature trees and historic landscape elements within the proposed project site.

9.1.8. New roofs should be compatible with existing roofs in shape and materials and not be the primary focus of the building.
   a. Roof orientation should be compatible with that of adjacent historic buildings.
   b. Roof slope ratios shall be similar to prevalent roof slope ratios in the historic district.
   c. Roof eaves shall be similar to the prevalent eave depth present in the historic district.
   d. Fiberglass shingles, asphalt shingle, built-up and standing seam metal may be used as roofing on new construction.

Not Recommended:

9.1.9. New construction in the historic district should not be historic duplications, mimic historic styles or otherwise create a false sense of history.

a. Constructing new buildings that are drastically different in scale and massing than those in the historic district.
b. Large fixed glass and/or dark tinted windows.
c. Wood shingles used as awning roof materials.
d. Primary facades that have a large expanse of blank wall space lacking design, details, sculpture or artwork.

9.2. RECONSTRUCTION

Recommended:

9.2.1. Reconstruction of historic buildings may be permitted within the historic district if it can be documented through original floor plans, drawings or photographs,
a. Reconstructed buildings and/or structures should be built on its original building site.
b. Reconstructed buildings should be constructed with materials, details and decorative features to match or closely approximate the original building.
c. Reconstructed buildings must be clearly designated so as not to misrepresent them as being historic.

Not Recommended:

9.2.2. Reconstructing buildings and/or structures on a historic site that was not the original building site.

9.3. ADDITIONS

Recommended:

9.3.1. New additions should be contemporary in design and constructed to reflect the time in which they were built so that they are distinguishable from the historic buildings in the district.
a. New additions should be constructed on the side, rear or inconspicuous elevations of the historic building so that the original building's form remains recognizable.
b. New additions should step back from the primary façade so that it does not appear to be part of the original building.
c. New additions should be designed to minimize the impact to the existing historic fabric and should be compatible with the primary building in massing, size, scale, materials, texture, color, roof form and the proportion and spacing of windows and doors.
d. New additions should be limited in size, scale and height in relation to the existing historic building and should not visually overpower historic buildings.
e. New additions should be designed so that they may be removed in the future without significant damage or loss of the historic building materials.

9.3.2. New construction that integrates historic building walls should maintain as much of the original materials, design and appearance of the existing building as possible.
a. The integrity of the original primary façade walls of existing historic buildings should be retained, preserved and utilized in new construction where the building interior has been damaged or destroyed.
b. Character-defining features of historic buildings should not be obscured, damaged, or destroyed by a new addition.

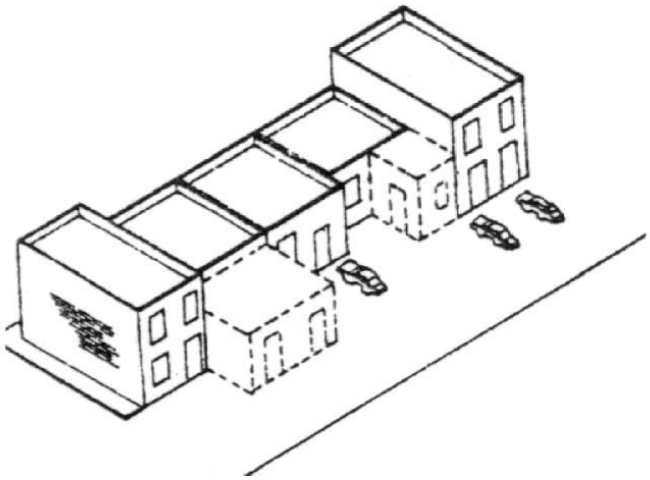


Figure 67. Appropriate rear addition. See guideline 9.3.1.a.

9.3.3 New construction and additions should draw upon established stylistic elements to create a sympathetic design that is clearly of its own era and not replicate historic styles.
   a. Rear additions shall not be designed to be the primary entrance to the building.
   b. New additions should not impact historic landscape features, such as mature trees and landscaping.
   c. New porches should maintain a similar rhythm and placement as those porches found within the historic district.

9.3.4. Roof top additions or porches shall be subordinate to the historic building
   a. Small roof top additions and/or porches may be acceptable.
   b. Roof top additions shall be contemporary in design to distinguish the addition from the original building

Not Recommended:

9.3.5. Additions that use new or salvaged material to create a conjectural or false historic appearance.

9.3.6. New additions that visually overpower the original historic building, compromise its historic character or destroy significant features and materials.

9.3.7 New additions to the primary façades of a historic building.

RESOURCES FOR FURTHER READING

For more information on new construction see the following Preservation Briefs.

- Preservation Brief 17: http://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm
- Preservation Brief 14: http://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm

TEN: GUIDELINES FOR DEMOLITION

Figure 68. H & W Sport Shop 105 S. Central Avenue was struck by lightning, burned and demolished August 2016.

SUMMARY

In considering an application for demolition of a building, site, structure or object, the following shall be considered:

- the historic and/or architectural significance of the building;
- the importance of the building to the overall ensemble of the buildings within the district;
- the special character and aesthetic interest that the building adds to the district;
- the difficulty or impossibility of reproducing such a building because of its design, texture, material or detail; and
- the future utilization of the site.

Demolition may be considered when a building has lost its original architectural integrity and no longer contributes to the character of a district.

When reviewing alternatives for treatment of a building or site, demolition should be considered a last measure.

It is the responsibility of the property owner to demonstrate that the building, site or structure meets all the criteria for demolition before a Certificate of Appropriateness will be approved.

10.1. DEMOLITION

Recommended:

10.1.1. The Historic Preservation Commission should assist in finding a new owner who is capable of maintaining and/or renovating the building for future use.

10.1.2. The applicant should stabilize the building by protecting the exterior from moisture penetration and pest invasion and until funds for rehabilitation are in place or another solution is approved by the Commission.

a. The building should be secured to reduce vandalism and theft, while allowing for adequate ventilation.

b. A plan for maintenance and monitoring for protection should be implemented.
c. If demolition is approved by the commission, salvaging materials for repurposing will be a priority.
d. Document the building through drawings and photographs before demolition.

10.1.3. If public safety and welfare is at jeopardy, then it should be proven to the commission when requesting demolition of a historic building.
a. Economic hardship must be proven to the commission when requesting demolition of a historic building.
b. The applicant must demonstrate that a reasonable economic return is not feasible taking into consideration the impact of federal and state historic preservation tax credits and other local financial incentives.
c. A report should be prepared by a structural engineer or architect detailing the building's structural instability or deterioration. The report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition.

10.1.4. A separate report should be prepared that details the future action on the site of the proposed demolished building, site or structure.
a. Plans for future use of the vacated site must be reviewed prior to demolition approval.

Not Recommended:

10.1.5. Allowing a building to deteriorate due to neglect to the extent that it poses a public health and safety hazard and is considered a nuisance.

10.1.6. Demolishing a building without approval from the commission.

RESOURCES FOR FURTHER READING

For more information on demolition see the following resources and Preservation Briefs.

- Julia Miller, *Protecting Historic Properties Through Demolition Review*, online at: http://www.preservationnation.org/information-center/sustainable-communities/creating/teardowns/demolition _review.pdf
- Preservation Brief 31: http://www.nps.gov/tps/how-to-preserve/briefs/31-mothballing.htm
- For more information on the concept of economic/financial hardship, please visit: http://www.preservationnation.org/information-center/law-and-policy/legal-resources/preservation-law-101/resources/Economic-Hardship-Assessment.pdf

ELEVEN: GUIDELINES FOR RELOCATION

SUMMARY

Relocation of National Register and Local Historic landmarks is strongly discouraged. In addition to weakening the building's National Register eligibility, it also reduces the district's integrity by destroying the relationship between the historic setting and the building. It also has the potential to negate the possibility of future historic preservation tax credits due to the building not being in its original location. Relocation can also result in damaging a building's historic fabric and the loss of important historic features such as foundation walls, landscaping, and chimneys. Associated archaeological deposits may be lost as well. For these reasons, the City of Campbellsville does not recommend relocating a national or locally designated historic building.

There are instances in which relocation is necessary, such as to prevent demolition of a significant building by a public project. Another instance of a positive relocation project would be relocation of a non-contributing building outside a district. This type of relocation might improve the district's visual character, and therefore be a positive step. In any case, when an applicant wishes to move an individual landmark building, or a building within a historic district, or when an applicant wishes to move a building to a landmark site or to a property in a historic district, the Historic Preservation Commission shall consider the contribution the building makes to its present setting; whether there are definite plans for the site to be vacated; whether the building can be moved without significant damage to its physical integrity; and the compatibility of the building or structure to its proposed site and adjacent properties. The guidelines below are intended to assist the property owner as they make decision regarding their important historic property or their non-contributing property within a historic district.

11.1 RELOCATION

Recommended:

11.1.1. Buildings that are moved to another location in the district should be compatible with adjacent buildings in style, height, scale, materials and setback and should be similar in site and setting.

11.1.2. A building or structure that does not contributes to the architectural and historical character of a district may be moved or relocated if its removal would result in a more positive visual appearance in the district.

a. A building or structure that is approved for relocation ay be moved if it has been determines that there will be limited damage to the building's structure and integrity.

11.1.3. A building may be moved into a district if it is architecturally compatible with adjacent structures on its new site. The new building must maintain and uphold the district's architectural character through its style, height, scale, massing, materials, texture, site and setting.

11.1.4. Plans for future use of the vacated site must be reviewed prior to relocation approval.

Not Recommended:

11.1.5. Moving historic buildings within a historic district from one site to another except where threatened with demolition or loss of integrity of site and setting.

11.1.6. A building or structure in an historic district should not be moved or relocated outside the district if the building or structure is to retain its architectural and historical integrity.

11.1.7. Moving a contributing building within a local historic district from one location to

another or moved within the boundaries of the subject property.

11.1.8. Moving a non-historic/non-contributing building within the boundaries of the local historic district.

RESOURCES FOR FURTHER READING

For information on the National Register and relocating historic properties, please visit:

- http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_7.htm#crit con b
  International Association of Structural Movers: http://www.iasm.org/

TWELVE: GUIDELINES FOR GREEN INFRASTRUCTURE AND SUSTAINABILITY

SUMMARY

Promoting a sustainable community is an important objective of the City of Campbellsville and the Campbellsville Historic Preservation Commission. The city believes that the goals of environmental sustainability and historic preservation working together will enhance Campbellsville's growth, social and economic development, and environmental well-being for years to come.

While the City of Campbellsville encourages new environmentally friendly technologies, it is imperative that they do not harm historic properties. As new technologies are being developed, they should leave no permanent negative impacts on historic buildings, sites or structures. The ability to reverse their impact will be a key consideration when determining appropriateness. For instance, solar panels should be designed, sized, and located to minimize their effect on the existing building materials and visual character of a historic building. The guidelines below demonstrate that historic resources can achieve sustainability objectives while adhering to the city's historic preservation design guidelines and policies.

The following design guidelines are intended to provide guidance to help interpret and apply *The Secretary of the Interior's Standards for Rehabilitation* to all rehabilitation projects. These guidelines pertain to historic buildings of all materials, construction types, sizes and occupancy and apply to all exteriors, new additions, as well as the building's site and environment.

The guidelines are presented in a "Recommended" vs. "Not Recommended" format. The following approaches, treatments and techniques consistent with *The Secretary of the Interior's Standards for Rehabilitation* are "Recommended." Those approaches, treatments and techniques which could adversely affect a building's historic integrity and character are "Not Recommended." Preserving the building's historic architecture, character-defining features and materials are of primary importance.

It is important to utilize the building's inherent sustainable qualities as they were intended whether or not a historic building is rehabilitated for a new or a continuing use. It is equally important that they function effectively together with any new measures undertaken to further improve energy efficiency.

The key to a successful rehabilitation project is to identify and understand the loss of original and/or existing energy-efficient aspects of the historic building, as well as to identify and understand its character-defining features to ensure they are preserved.

The design, materials, type of construction, size, shape, site orientation, surrounding landscape and climate all play a role in the building's performance. Historic building construction materials and methods often maximize natural sources of heating, lighting and ventilation to respond to the local climate.

Traditional, as well as new technological innovations, may be used to upgrade a historic building to help it operate even more efficiently without altering, obscuring, or damaging its important historic character. Energy standards and code requirements may dictate that at least some of these treatments be implemented as part of a rehabilitation project.

Historic building materials typically have an extremely long life-cycle due to the age and quality of the materials used, such as old-growth wood. With regular maintenance, they will last many years.

12.1. PLANNING

Recommended:

12.1.1. A preservation professional should be involved in a project to ensure that the character and integrity of the historic building is maintained during any integrated sustainability upgrades.
   a. Existing energy-efficient characteristics of the building should be identified and assessed prior to maintenance or implementing any energy conservation measures to enhance the sustainability of a historic building.
   b. Analyze and record the condition of existing sustainable features of the historic building, such as windows, transom windows, shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally-lit corridors, and include them in energy audits and energy modeling, before planning restoration, maintenance or upgrades.
   c. Identify ways to reduce energy use, such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or lamps in existing light fixtures, low-flow plumbing fixtures, sensors and timers that control water flow, lighting and temperature, before undertaking more invasive treatments that may negatively impact the historic building.
   d. Prioritizing sustainable improvements beginning with minimally invasive treatments that are least likely to damage historic building material.

Not Recommended:

12.1.2. Omitting a preservation professional from being involved in evaluating a project.
12.1.3. Ignoring inherently sustainable features of the existing historic building when planning upgrades.
12.1.4. Beginning work with substantive or irreversible treatments without first considering and implementing less invasive measures.

12.2. SUSTAINABILITY BUILDING MATERIALS AND FEATURES

Recommended:

12.2.1. Retain, preserve, and maintain the integral energy-conservation features of a historic building, such as operable windows, transoms, awnings, shutters, and light-colored roofs.

   a. When original or historic materials cannot be repaired, environmentally friendly building materials should be selected that are compatible with the historic building.
12.2.2. Sustainable materials should be used that appear similar in scale, texture, and finish to the historical materials such as smooth fiber cement board, recycled rubber slate, and wood lap siding. Materials processed with harsh chemicals should be avoided.
   a. Appropriate sustainable materials should have the following qualities: locally manufactured; ease of maintenance; durable in the central Kentucky climate; extended life spans; recyclable; and made from recycled or repurposed materials.
12.2.3. Installation or the addition of weatherization strategies should avoid altering, obscuring, or damaging historic materials or designs.
   a. Weather-stripping, insulation, caulking, and storm windows should be applied to a building using materials and methods appropriate to the building's historic character.

b. Insulation should be installed in attics, basements, or crawlspace to improve a building's energy efficiency. Most energy loss occurs through the roof rather than historic wood windows. Sufficient ventilation shall be provided when installing insulation to avoid moisture build-up.
c. Where applicable, draft stoppers should be installed in chimneys. Open chimney dampeners can increase energy costs by up to 30 percent.

Not Recommended:

12.2.4. Materials that are out of scale, or that have a finish which is out of character, such as embossed wood grain vinyl siding.
a. Materials that interact negatively with the existing historic building materials.
b. Synthetic materials, not proven to be durable or which are difficult to repair and recycle.

12.3. SITE FEATURES AND WATER EFFICIENCY

Recommended:

12.3.1. Respect important cultural landscapes and significant character-defining site features when considering adding new sustainable features to the site.
a. Add natural, sustainable features to the site, such as shade trees, if appropriate, to reduce cooling loads for the historic building.
b. Use native plants in the landscape, if appropriate, to enhance the sustainability of the historic site.
12.3.2 Use existing storm-water-management features, such as gutters, downspouts and cisterns, as well as site topography and vegetation that contribute to the sustainability of the historic property.
12.3.3. Add features, such as bioswales, rain gardens, rain barrels, large collection tanks and cisterns, if compatible, to the historic building site to enhance storm-water management and on-site water reuse.
a. Rain barrels should be installed in an appropriate location to assist in reducing water consumption and should not cause adverse impacts either to a historic building or the property's visual setting.
b. Rain barrels should be installed in a location not facing a street and not in front of historic buildings.
c. Rain barrels located in side yards must be screened with landscaping or painted a color that blends in with the adjacent area.
12.3.4. Use permeable paving where appropriate on a historic building site to manage storm water.
a. Avoid paving up to the building foundation to reduce heat island effect, building temperature, damage to the foundation and storm-water runoff.

Not Recommended:

12.3.5. Ignoring existing features that contribute to the sustainability of the historic property.
a. Removing existing natural features, such as shade trees, that contribute to the building's sustainability.
b. Planting trees where they may grow to encroach upon or damage the historic building.
c. Introducing non-native plant species to the historic site that are not sustainable.
12.3.6. Installing new sustainable site features without considering their potentially negative impact on an important cultural landscape and character-defining site features.
a. Paving up to the building foundation with impermeable materials.

12.4. WINDOWS AND DAYLIGHTING

Recommended:

12.4.1. Maintain windows on a regular basis to ensure that they function properly and are completely operable.
   a. Retain and repair historic windows when deteriorated.
   b. Weather strip and caulk historic windows, when appropriate, to make them weather tight.
   c. Install clear, low-emissivity (low-e) glass or film without noticeable color in historically clear windows to reduce solar heat gain.
   d. When replacing dark-tinted windows, install clear glazing or a significantly lighter colored film or tint than the original to improve the level of daylight inside the building.
   e. Install interior or exterior storm windows or panels that are visually and structurally compatible with existing historic windows.
   f. When existing windows are too deteriorated to repair, install energy-efficient replacement windows that match the appearance, size, design, proportion and profile of the existing historic windows and that are also durable, repairable and recyclable.

12.4.2. Retrofit historic windows with high-performance glazing or clear film, when possible, only if the historic character can be maintained.
   a. Retrofit historic steel windows and curtain-wall systems to improve thermal performance without compromising their character.

12.4.3. Replace missing windows with new, energy efficient windows that are similar in style of the historic building that are durable, repairable and recyclable.

12.4.4. Maintain existing, reinstall or install new, historically appropriate shutters and awnings.

12.4.5. Repair or reopen historically operable interior transoms, when possible, to improve air flow and cross ventilation.

12.4.6. Reopen historic windows that have been enclosed to add natural light and ventilation. Refer to historic photographs to ensure exact locations, sizes and appearance.

12.4.7. Add skylights or dormers on secondary roof elevations where they are not visible or are only minimally visible so that they do not negatively impact the building's historic character.
   a. Add a small light well or light tubes, where necessary and appropriate, to allow more daylight into the historic building.
   b. Insert a small atrium, only when necessary, to allow more daylight into the building in a manner that is compatible with the historic character of the building.

Not Recommended:

12.4.8. Neglecting to maintain historic windows by allowing them to deteriorate beyond repair with the result that they must be replaced.
   a. Removing repairable historic windows and replacing them with new insulated windows for perceived improvement in energy performance is not recommended.
   b. Installing tinted glass or reflective coatings in existing historically clear windows that will negatively impact the historic character of the building.
   c. Installing incompatible or inefficient replacement window units that are not durable, recyclable or repairable when existing windows are deteriorated beyond repair or missing.
   d. Installing a film in a slightly lighter shade of the same color tint when replacing glazing panels on historically-dark-tinted windows to improve daylighting.
   e. Replacing operable windows or transoms with fixed glass.
   f. Covering, enclosing or removing existing transoms.

g. Blocking in historic window openings to accommodate new building uses.

12.4.9. Creating an open, uncovered atrium or courtyard in the historic building that appears to be an outdoor space, rather than an interior space.

a. Adding skylights or dormers on primary or highly visible roof elevations where they will negatively impact the building's historic character.
b. Cutting a very large atrium into the historic building that is not compatible with the building's historic character.
c. Adding new window openings on primary elevations that will negatively impact the character of the historic building.
d. Removing historic shutters and awnings or installing shutters or awnings that do not fit the openings or are not an appropriate historical style.
e. Installing light-control devices that are incompatible with the type or style of the historic building.

12.5. WEATHERIZATION

Recommended:

12.5.1. Develop a weatherization plan based on the results of the energy analysis of the building's performance and potential.

a. Use a variety of analytical tools, such as a comprehensive energy audit, blower door tests, infrared thermography, energy modeling or daylight modeling, to understand the building's performance and potential before implementing any weatherization or retrofit treatments.
b. Eliminate infiltration first. Begin with the least invasive and most cost-effective weatherization measures, such as caulking and weather stripping, before undertaking more invasive weatherization measures.
c. Ensure air infiltration is reduced before adding wall insulation.

12.5.2. Install appropriate wall insulation, only if necessary, after lower impact treatments have been completed.

a. Understand the inherent thermal properties of the historic building materials and the actual insulating needs for the specific climate and building type before adding or changing insulation.
b. Insulate unfinished spaces, such as attics, basements and crawl spaces, first.
c. Use the appropriate type of insulation in unfinished spaces. Ensure the space is adequately ventilated.

Not Recommended:

12.5.3. Implementing energy-retrofit measures without first diagnosing the building's performance and energy needs.

a. Undertaking treatments that result in loss of historic fabric, for example, installing wall insulation that requires removing siding, before carrying out simple and less damaging weatherization measures.
b. Insulating walls without first reducing air infiltration.
c. Installing wet-spray or other spray-in insulation that is not reversible or may damage historic materials.
d. Adding insulation in cavities that are susceptible to water infiltration.
e. Installing insulation on the exterior of a historic building, which results in the loss of historic materials and may alter the proportion and relationship of the wall to the historic windows and trim.

f. Installing wall insulation that is not reversible and may cause damage to historic building materials.

12.6. HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

Recommended:

12.6.1. Retain and maintain functional and efficient HVAC systems.
   a. Examine the performance of the HVAC system and continue to examine it regularly to ensure that it is operating efficiently.
   b. Supplement the efficiency of HVAC systems with less energy-intensive measures, such as programmable thermostats, attic and ceiling fans, louvers and vents, where appropriate.

12.6.2. Retain or install high efficiency, ductless air conditioners when appropriate, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material.
   a. Upgrade existing HVAC systems to increase efficiency and performance within normal replacement cycles.
   b. Install an energy-efficient system that takes into account whole building performance and retains the historic character of the building and site when a new HVAC system is necessary.
   c. Install new mechanical ductwork sensitively or a mini-duct system so that ducts are not visible from the exterior and do not adversely impact the historic character of the interior space.
   d. Place HVAC equipment where it will operate effectively and efficiently and be minimally visible and will not negatively impact the historic character of the building or its site.
   e. Investigate whether a geothermal heat pump will enhance the heating and cooling efficiency of the building before installation.

12.6.3. Exposed exterior pipes, raceways, wires, meters, conduit, and fuel tanks should be located on rear elevations or along an inconspicuous side of the building. Screen them from view.
   a. Mechanical equipment, including heating and air conditioning units, should be installed in areas and spaces requiring the least amount of alteration to the existing materials and exterior appearance of the building such as roofs. Equipment should be screened from view.
   b. Window air-conditioning units should be located on the rear or inconspicuous elevations whenever possible.

Not Recommended:

12.7.1. Replacing HVAC systems prematurely when existing systems are operating efficiently.
   a. Replacing existing HVAC systems without testing their efficiency first.
   b. Installing a new HVAC system without testing its efficiency after installation.
   c. Installing an inefficient HVAC system or a new system based on pre-retrofit building performance when a smaller system may be more appropriate.
   d. Installing through-the-wall air conditioners, which damages historic material and negatively impacts the building's historic character.
   e. Installing a central HVAC system in a manner that damages historic building material.
   f. Installing new mechanical ductwork that is visible from the exterior or adversely impacts the historic character of the interior space.

g. Installing a geothermal heat pump without evidence that it will improve the heating and cooling efficiency of the building.
h. Installing a geothermal system where there is a significant landscape or where there are archeological resources that could be damaged.
i. Placing HVAC equipment in highly visible locations on the roof or on the site where it will negatively impact the historic character of the building or its site.

12.7. ROOFS - COOL ROOFS AND GREEN ROOFS

Recommended:

12.7.1. Retain and repair existing durable, character-defining, historic roofing materials that are in good condition.
a. Ensure that the existing roof is watertight and that roof drains, gutters and downspouts function properly before installing a green roof.
b. Ensure that the historic building can structurally accommodate the added weight of a green roof and will sensitively improve the structural capacity, if necessary.
c. Analyze whether a cool roof or a green roof is appropriate for the historic building.
d. Green roofs may be an appropriate addition to a historic building as long as adverse impacts to the historic building and the property's visual setting are avoided.
e. Install a cool roof or a green roof on a flat-roofed historic building where it will not be visible from the public right-of-way and will not negatively impact the building's historic character.
f. Include a moisture-monitoring system when installing a green roof to protect the historic building from added moisture and accidental leakage.
g. Select appropriate roofing materials and colors when installing a new cool roof on a historic building.
h. Select sustainable native plants that are drought resistant and will not require excessive watering on a green roof.
i. Select appropriately scaled vegetation for a green roof that will not grow so tall that it will be visible and detract from the building's historic character.
j. Roof ventilators, hardware, antennas, and solar collectors on roofs should not be visible from the street.
k. Large antennas and satellite dishes should not be installed on primary elevations. Small, digital satellite dishes must not be visible from the public right-of-way. Screen them from view.

Not Recommended:

12.7.2. Replacing existing durable, character-defining historic roofing materials in good condition with roof materials perceived as more sustainable.
a. Installing a cool roof or a green roof without considering whether it will be highly visible from the public right of way and will negatively impact the building's historic character.
b. Installing a cool roof that is incompatible in material or color with the historic building.
c. Adding a green roof that would be too heavy and would damage the historic building or supplementing the structural capacity of the historic building in an insensitive manner.
d. Installing a green roof without ensuring that the roof covering is watertight and that drainage systems function properly.
e. Selecting vegetation for a green roof that will be visible above the roof or parapet.

12.8. SOLAR PANELS AND OTHER ENERGY-GENERATING TECHNOLOGIES

Recommended:

12.8.1. Analyze whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.

a. Consider on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.
b. Install a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.
c. Install a solar device on the historic building only after other locations have been investigated and determined infeasible.
d. Install a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right-of-way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.
e. Install a solar device on a historic building in a manner that does not damage historic roofing material or negatively impact the building's historic character and is reversible.
f. Install solar roof panels horizontally, flat, and parallel to the roof line or flush below the ridgeline on a sloping roof, to reduce visibility.
g. Exposed hardware, frames and other accessories should have a matte finish and be consistent with the color scheme of the historic building. If placed on the roof, the accessories should blend with the roof colors.
h. Solar panels should be attached using the least invasive techniques available, taking care to preserve the historic materials affected.

Not Recommended:

12.8.2. Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.

a. Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.
b. Installing a solar device on a historic building without first considering other locations.
c. Placing a solar device in a highly visible location where it will negatively impact the historic building and its site is not recommended.
d. Installing a solar device in a prominent location on a building where it will negatively impact its historic character.
e. Installing a solar device on a historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.
f. Removing historic roof features to install solar panels.
g. Altering a historic character-defining roof slope to install solar panels.
h. Installing solar devices that are not reversible.
i. Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.

12.9. MAINTENANCE

Recommended:

12.9.1. Prepare a maintenance plan for your building with a checklist of items to review annually to preserve historic fabric and maximize operational efficiency.
   a. Regular routine maintenance should be performed on an historic building annually in order to prevent deterioration and the inability to operate efficiently.
   b. Retain and repair durable historic building materials by reviewing their condition annually.
   c. Use environmentally friendly cleaning products that are compatible with historic finishes.
   d. Use sustainable products and treatments, such as low VOC paints and adhesives and lead-safe paint removal methods, as much as possible, when rehabilitating a historic building.

Not recommended:

12.9.2. Delaying maintenance treatments which may result in the loss of historic building fabric or decrease the performance of existing systems or features.
   a. Removing durable historic building materials and replacing them with materials perceived as more sustainable; for instance, removing historic heart pine flooring and replacing it with new bamboo flooring.
   b. Using cleaning products potentially harmful to both historic finishes and the environment.

RESOURCES FOR FURTHER READING

For more information on green infrastructure and sustainability see the following Preservation Briefs.

- The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings: https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf
- National Trust for Historic Preservation Green Lab: http://www.preservationnation.org/informationcenter/sustainable-communities/green-lab/
- National Trust for Historic Preservation, The Greenest Building: http://www.preservationnation.org/information-center/sustainable-communities/greenlab/valuing-building-reuse.html#.VVpb5k1FCM8
- Embodied Energy calculator: http://thegreenestbuilding.org/ - Preservation Brief 3: http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energyefficiency.htm
- Technical Preservation Services: http://www.nps.gov/tps/sustainability/new-technology/greenroofs.htm

GLOSSARY

SELECTED PROCEDURAL TERMS:

Certificate of Appropriateness - A document awarded by the Historic Preservation Commission allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Certified Local Government - any city, county, parish, township, municipality, or borough, or any other general-purpose subdivision, which may participate in the activities outlined in the National Historic Preservation of 1980, to further delegate responsibilities and funding to the local level.

Due Process - The established procedure by which legal action is carried out.

Normally Required - Mandatory actions, summarized in the guidelines, whose compliance is enforced by the Board.

Public Notice - The classified advertisement of an event, such as a Commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

Recommended - Suggested, but not mandatory actions summarized in the guidelines.

SELECTED TECHNICAL TERMS:

Addition - New construction added to an existing building or structure.

Alteration - Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.

Building - A structure used to house human activity such as a business, dwelling or garage.

Character - The qualities and attributes of any structure, site, street, or district.

Commission - The Campbellsville Historic Preservation Commission

Committee - The Campbellsville Historic Preservation Commission’s Design Review Committee

Configuration - The arrangement of elements and details on a building or structure, which help to define its character.

Contemporary - Reflecting characteristics of the current period. Contemporary denotes characteristics that illustrate that a buildings, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

Compatible - In harmony with location and surroundings.

Context - The setting on which a historic element, site, structure, street or district exists.

Demolition - Any act that destroys in whole or in part a building or structure.

Demolition by Neglect - The destruction of a building or structure through abandonment or lack of maintenance.

Design Guidelines - Criteria developed by the Local Historic Preservation Commission and the general public to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designate buildings and districts.

Element - A material part or detail of a site, structure, street, or district.

Elevation - Any one of the external faces or facades of a building.

Fabric - The physical material of a building, structure or community connoting an interweaving of component parts.

Harmony - Pleasing or congruent arrangement.

Height - The distance from the bottom to the top of a building or structure.

Historic District - A geographically definable area with significant concentration of buildings, structures, sites, spaces or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district Commission or Board.

Historic Imitation - New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings.

Infill - New construction in historic districts on vacant lots or to replace existing buildings.

Landmark - A building, structure, object or site that is identified as a historic resource of particular significance.

Landscape - The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

Maintain - To keep in an existing state of preservation or repair.
New Construction - Construction that is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

Obscured - Covered, concealed, or hidden from view.

Preservation - Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Proportion - Harmonious relation of parts to one another or to the whole.

Recommendation - An action or activity advised but not required by the Board.

Reconstruction - The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared as at specific period of time.

Rehabilitation - The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural and cultural values.

Restoration - The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain - To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Re-use - To use again. An element, detail, or structure might be reused in historic districts.

Rhythm - Movement or fluctuation marked by the regular occurrence or natural flow of related elements.

Scale - Proportional elements that demonstrate the size, materials, and style of buildings.

Setting - The sum of attributes of a locality, neighborhood, or property that defines its character.

Significant - Having particularly important associations within the contexts of architecture, history and culture.

Stabilization - The act or process of applying measures essential to the maintenance of a deteriorated building, as it exists at present, establishing structural stability and a weather resistant enclosure.

Streetscape - The distinguishing character of a particular street a created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Style - A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also, a general quality of a distinctive character.

SELECTED ARCHITECTURAL TERMS:

Appurtenance - Any built-in, nonstructural portion of a building, such as doors, windows, ventilators, electrical equipment, partitions, etc.

Apron - A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch - A curved construction of wedge-shaped stones or bricks that spans an opening and supports the weight above it. See flat arch, jack arch, segmental arch and semi-circular arch.

Architrave - The lowest section of the entablature that rests on the capital of a column. It also refers to the decorative molding around a door or window.

Attic - The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster - One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade - An entire rail system with top rail and balusters.

Bargeboard - A board which hangs from the projecting end of a gabled roof, covering the end rafters and often sawn into a decorative pattern. Also called a vergeboard.

Battered - Having sloped sides, in reference to piers and columns in the bungalow style.

Bay - The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay Window - A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt Course - A horizontal band usually marking the floor levels on the exterior facade of a building.

Board and Batten - Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bond - A term used to describe the various patterns in which brick or stone is laid, such as "common fond" or "Flemish bond."

Brace - As essential structural member placed diagonally as a support between horizontal and vertical surfaces, as under the eaves of a roof.

Bracket - A projecting element of wood, stone, or metal which spans between horizontal and vertical surfaces such as eaves, shelves, overhangs, as a decorative support.

Canopy - A projecting awning suspended above an opening.
Capital - The head of a column or pilaster.

Casement Window - A window with one or two sashes which are hinged at the sides and usually open outward.

Clapboards - Horizontal wooden boards, thinner at the top edges, which are overlapped to provide a weatherproof exterior wall surface.

Classical Order - Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

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

Column - A circular or square vertical structural member.

Common bond - A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed, to structurally tie the wall together.

Cool Roof - A roofing system that delivers higher solar reflectance and higher thermal emittance than a standard roof.

Corbel - In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order - Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice - The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting - A decorative ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable - A secondary gable roof that meets the primary roof at right angles.

Cupola - A dome shaped roof set on a circular base, often set on the ridge of a roof.

Dentils - A row of small tooth-like blocks in a classical cornice.

Doric order - A classical order with simple, unadorned capitals and with no base.

Dormer - A small window with its own roof that projects from a sloping roof.

Dormer window - A window that projects from a roof.
Double-hung window - A window with two sashes, one sliding vertically over the other.

Drivit - A built up plaster finish resembling stucco.

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

Elevation - Any of the external faces of a building.

Ell - The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column - A round column attached to a wall.

Entablature - A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Facade - A face or front elevation of a building.

Fanlight - A semi-circular window usually over a door with radiating maintains suggesting a fan.

Fascia - A projecting flat horizontal member or molding forms the trim of a flat roof or a pitched roof; also, part of a classical entablature.

Fenestration - The arrangement of windows on a building.

Finial - An ornament which terminates the point of a spire, pinnacle. A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles - A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing - Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch - An arch whose wedge-shaped stones or bricks are set in a straight horizontal line; also called a jack arch.

Flemish bond - A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting - Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation - The lowest portion of the building that supports the structure above.

Fretwork - Ornamental woodwork, cut into a pattern, often elaborate.

Frieze - The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Frieze board - Flat board at top of wall directly beneath the cornice.
Gable - The triangular section of a wall to carry a pitched roof.

Gable roof - A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof - A ridged roof with two symmetrical slopes on either side.

Gingerbread - Pierced curvilinear ornament made with a jig or scroll saw.

Green Roof - A building roof that is partially or completely covered with vegetation and a growing medium, planted over a waterproof membrane.

HVAC - Heating, ventilation, and air conditioning.

Hipped roof - A roof with uniform slopes on all sides. (All eaves are at the same level).

Hood molding - A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

Ionic order - One of the five classical orders used to describe decorative scroll capitals.

Infill - New construction where there had been an opening space before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack arch - (See Flat arch)

Light - A section of a window, the pane of glass.

Keystone - The wedge-shaped top or center member of an arch.

Kneebrace - An oversized bracket supporting a cantilever or projecting element.

Lattice - An openwork grill of interlacing wood strips used as screening.

Lintel - The horizontal top member of a window, door, or other opening.

Mansard roof - A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Marquee - A permanent roof-like shelter over an entrance to a building.

Masonry - Exterior wall construction of brick, stone or adobe laid up in small units.

Massing - The three-dimensional form of a building.

Metal standing seam roof - A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof is named.

Modillion - A bracket projecting outward horizontally, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

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

Multi-light window - A window sash composed of more than one pane of glass.

Muntin - A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Neo-classical style - Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel window - A bay window that emerges above the ground floor level.

Outbuilding - A building subsidiary to, but separate from, a main house or building.

Paired columns - Two columns supported by one pier, as on the porch.

Palladian window - A window with three openings, the central one arched and wider than the flanking ones.

Paneled door - A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet - A low horizontal wall at the edge of a flat roof.

Pediment - A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier - A vertical structural element, square or rectangular in cross-section.
Pilaster - A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch - The degree of the slope of a roof.
Porte-cochere - A porch large enough to extend over a driveway.

Portico - A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland cement - A strong inflexible cement used to bind mortar. (Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles).

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

Pyramidal roof - A roof with four identical sides rising to a central peak.

Quoins - Larger stones which mark the corner of a building of brick or stone.

Rafter end - The part of the rafter that overhangs the wall.

Ridge - The top horizontal member of a roof where the sloping surfaces meet.

Ridgecap - Any covering used to cover the ridge of a roof.

Rusticated Masonry - Roughened stonework or concrete block to give greater articulation to each block.

Sailor course - A row of horizontal brick headers used as a lintel, sill, or as a belt course.

Sandblast - To use sand, propelled by an air blast, on metal, masonry, concrete, etc. to remove dirt, rust or paint, or to decorate the surface with a rough texture.

Sash - The moveable framework containing the glass n a window.

Semi-circular arch - An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing - An exterior covering of boards or other surface applied to the frame of the structure. (see Siding).

Shed roof - A gently pitched, almost flat roof with only one slope.

Sidelight - A vertical area of fixed glass on either side of a door or window.

Siding - The exterior wall covering or sheathing of a structure.

Sill - The bottom crosspiece of a window frame.

Soldier course - A row of vertical brick headers used as a lintel, sill or belt course.

Spalling - Loss of fragments such as: stone, metal, concrete, glass, or a ceramic product, from a face or edge due to weathering.

Spindles - Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stack bond - Stack bond in brickwork, a bond in which the facing brick is laid with all vertical joints continuously aligned. In stone veneer masonry, a pattern in which units of a single size are set with continuous vertical and horizontal joints.

Streetscape - The overall facade, not of a single structure, but of the many buildings that define the street.

Surround - An encircling border or decorative frame, usually at windows or doors.

Swag - Carved ornamentation in the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

Terra Cotta - Cast and fired clay units, used as ornamentation and set in the masonry construction of a building.

Transom - A horizontal opening (or window) over a door or window.

Trim - The decorative framing of openings and other features on a facade.

Turret - A small slender tower.

Veneer - A thin sheet of wood that has been sliced, rotary-cut, or sawn from a log: use as one of several plies in plywood for added strength or as a facing material on a less attractive wood. Also, an outside wall facing of brick, stone, etc.: provides a decorative, durable surface but is not load bearing.

Veranda - A covered porch or balcony on a building's exterior.

Vergeboard - The horizontal face board following and set under the roof edge of a gable, sometimes decorated by carving.

Vernacular - A regional form or adaptation of an architectural style.

Wall dormer - Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table - A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard - Wood siding consisting of overlapping boards usually thicker at the lower edge than the upper edge (clapboard).

APPENDICES

A. KENTUCKY REVISED STATUTE 82.026

82.026 City historic preservation commissions. The legislative body of any city may enact ordinances establishing local historic preservation commissions for the purpose of qualifying for historic preservation funding. The city shall comply with the 1966 National Historic Preservation Act, as amended, in order to meet the requirements for an adequate and qualified historic preservation commission, and the legislative body shall provide: (1) A system for surveying and inventorying historic properties; (2) Procedures for adequate public participation in the local historic preservation program, including the process of recommending properties to the national register; (3) The enforcement of appropriate state and local legislation for the designation and protection of historic properties; and (4) Such other responsibilities as may be required by the 1966 National Historic Preservation Act, as amended.

Effective: July 13, 1984
History: Created 1984 Ky. Acts ch. 196, sec. 1, effective July 13, 1984.
Online: http://www.lrc.ky.gov/statutes/statute.aspx?id=25027

B. CITY OF CAMPBELLSVILLE HISTORIC PRESERVATION ORDINANCE

ORDINANCE NO. 5-07
CITY OF CAMPBELLSVILLE HISTORIC PRESERVATION ORDINANCE

AN ORDINANCE ESTABLISHING THE CAMPBELLSVILLE HISTORIC PRESERVATION COMMISSION AND AUTHORIZING THE DESIGNATION OF LANDMARKS AND HISTORIC DISTRICTS AND THE REGULATION OF CHANGES TO LANDMARKS AND PROPERTY IN HISTORIC DISTRICTS AND PROVIDING FOR THE PENALTIES FOR THE VIOLATION THEREOF.

SECTION 1
PURPOSE AND DECLARATION OF PUBLIC POLICY

A. The City Council of the City of Campbellsville finds that there is concern about the future of the central business district and that the City has begun a Main Street Program in cooperation with the State government to help the central business district.
B. The Council finds that many buildings having historic, architectural, aesthetic, or cultural interest and value have been neglected, altered, or destroyed, notwithstanding the feasibility and desirability of preserving and continuing the use of such buildings and without adequate consideration of the irreplaceable loss to the people of the City.
C. The Council finds that neighborhoods and areas of the City have been damaged and have deteriorated or are threatened because of new construction, demolitions, alterations, and relocations that have harmed or will harm the historic and architectural character of these neighborhoods and areas notwithstanding the feasibility and desirability of preserving and improving these neighborhoods and areas through appropriate changes.
D. The Council finds that the historic and architectural character of the central business district is of vital importance in maintaining the integrity and economy of the City.
E. The Council finds that Campbellsville has played an important role in the development of Kentucky and that this growth is shown today through buildings representing the activity as a governmental, agricultural and commercial center. The Council finds that the city has buildings, historic sites, and areas that represent the persons who live and work or have lived and worked in Campbellsville during its history. It is the finding of the City Council that the distinctive and significant character of this City can only be maintained by protecting and enhancing its historic, architectural, aesthetic, and cultural heritage and by preventing unnecessary injury or destruction of its landmarks and historic districts which are civic and community assets.
F. The Council finds that the Federal and Kentucky governments have passed laws to protect and preserve landmarks and historic districts, that some of these laws provide incentives for historic preservation, and that the National Historic Preservation Act was amended in 1980 to establish a Certified Local Government program creating a new federal-state-local partnership to encourage the efforts by cities to protect and preserve their landmarks and historic districts.
G. The Council finds that this Ordinance benefits all the residents of Campbellsville and all the owners of property.
H. The City Council declares as a matter of public policy that the preservation, protection, perpetuation, and use of landmarks and historic districts is a public necessity because they have a special or distinctive character or a special historic, architectural, aesthetic, or cultural interest and value and thus serve as visible reminders of the history and heritage of this City, state, and nation. The Council declares as a matter of public policy that this Ordinance is required in the interest of the health, prosperity, safety, welfare, and economic well-being of the people.
I. The purpose of the Ordinance is to affect the goals as set forth in the above findings and declarations of public policy and specifically, but not exclusively, to:
    1) Effect and accomplish the preservation, protection, perpetuation, and use of historic districts,

landmarks, and landmark sites having a special or distinctive character or a special historic, architectural, aesthetic, or cultural interest and value to the City, state, and nation;

2) Promote the educational, cultural, economic, and general welfare of the people and safeguard the City's history and heritage as embodied and reflected in such landmarks, sites, and districts;
3) Stabilize and improve property values in such districts and in the City as a whole;
4) Foster civic pride in the value of notable accomplishments of the past;
5) Strengthen the economy of the City;
6) Protect and enhance the City's attractions to residents, tourists, and visitors and serve as a support and stimulus to business and industry; and
7) Enhance the visual and aesthetic character, diversity, and interest of the City.

SECTION II
DEFINITIONS

As used in this Ordinance, the following terms shall mean:

Alteration: Any construction, replacement or change to the exterior of a building or structure when it is visible to the public. An alteration shall include a proposed sign or changes to any existing sign. Painting and ordinary maintenance and repairs shall not be considered alterations.

Building: Any structure designed or constructed for residential, commercial, industrial, agricultural or other use.

Certificate of Appropriateness: The permit, issued by the Commission, which gives its approval for work or demolition to be done in a historic district or on a landmark.

Certified Local Government: A government meeting the requirements of the National Historic Preservation Amendments Act of 1980 (P.L. 96-515) and the implementing regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.

Commission: The Campbellsville Historic Preservation Commission.

Demolition: Any act that destroys in whole or in part a landmark or a building or structure or which results in the moving of any landmark, building, or structure.

Design Criteria: A standard of appropriate activity as referenced in "The Secretary of the Interior's Standards for Rehabilitation" that will preserve the historical and architectural character of a structure, object, or area.

Historic District: An area meeting one or more of the criteria contained in Section VII.D. of this Ordinance and which has been designated by the City of Campbellsville.

Landmark: A building, structure, or site meeting one or more of the criteria contained in Section VII.D. of this Ordinance and which has been designated by the City of Campbellsville.

Landmark Site: The land on which a landmark and related buildings and structures are located and land that provides the grounds, the premises, or the setting for a landmark.

Major Structural Change: Structural alterations and structural repairs made within any twelve (12) month period costing in excess of fifty percent (50%) of the physical value of the structure, as determined by comparison of the extent/value of the alterations involved and the replacement value of the structure at the time the plans for the alteration are approved, using the Building Officials Conference of America (BOCA) chart for construction cost.

New Construction: An addition to an existing building or structure or the construction of a new building or structure.

Ordinary Maintenance and Repairs: Any work, the purpose of which is to correct deterioration or to prevent deterioration of a designated historic property. The work shall restore the property to its appearance prior to deterioration or shall result in the protection of its present appearance. The work shall involve the use of the same building materials or available materials that are as close as possible to the original. Work that changes the external appearance of a property shall be considered an alteration for purposes of this Ordinance.

Structure: Anything constructed or erected, the use of the ground, including (but without limiting the generality of the foregoing) barns, smokestacks, advertising signs, billboards, backstops for tennis courts, bridges, fences, pergolas, gazebos, radio and television antennae, solar collectors, microwave antennae, including the supporting towers, roads, ruins or remnants (including foundations, swimming pools, or walkways).

SECTION III
HISTORIC PRESERVATION COMMISSION

A. Establishment

There is hereby established the Campbellsville Historic Preservation Commission. The Commission shall consist of five (5) members appointed by the Mayor and approved by City Council. The members shall have demonstrated interest in historic preservation, community development, entrepreneurship, and civic involvement. At least two (2) members shall have training or experience in a preservation-related profession: architecture, history, historic preservation, architectural history, planning/urban planning, architectural history, American studies, American civilization, cultural geography, cultural anthropology or related fields. When one or two professional members are not available, the Mayor may appoint other persons interested in historic preservation to serve. When the Commission reviews an issue that is normally evaluated by a professional member and that field is not represented on the Commission, the Commission shall seek expert advice before rendering its decision.

Members of the Commission shall serve without compensation, but they may be reimbursed for expenses incurred in the performance of their duties in accordance with the rules adopted by the Commission. Each member shall attend at least one educational meeting on historic preservation per year approved by the State Historic Preservation Officer.

B. Terms of Office

The terms of office of the members shall be three years, except the terms of two members of the original Commission shall expire after two years and the terms of two members of the original Commission shall expire after one year. Each member shall serve until the appointment and qualification of his successor. Vacancies on the Commission shall be filled within sixty (60) days. When a vacancy occurs during a term of office, it shall be filled within sixty (60) days, and the person selected shall be appointed for the unexpired portion of the term.

C. Officers

The Commission shall elect a member to serve as Chairman, Vice Chairman and Secretary. The Chairman shall preside at the meetings of the Commission and shall be the spokesman for the Commission. In his absence, the Vice-Chairman shall perform these duties. The

Secretary shall prepare the minutes of the Commission's meetings which shall be available for public inspection. Meetings shall be scheduled by the Chairman and special meetings may be called at the request of the Chairman or any two other commission members. All Commission decisions shall be by majority vote of the entire Commission.

D. Conflict of Interest

No member of the Commission shall vote on any matter that may affect the property, income, or business interests of that member.

SECTION IV
POWERS AND DUTIES OF THE COMMISSION

A. Specific Powers

In addition to the powers and duties stated elsewhere, the Commission shall take action necessary and appropriate to accomplish the purpose of this Ordinance. These actions may include, but are not limited to the following:

1) Conducting a survey of historic buildings and areas and preparing a plan for their preservation;

2) Recommending to the City Council the designation of historic districts and individual landmarks;
3) Regulating changes to designated property including proposed alterations that are visible to the public, demolitions, relocations, and new construction;
4) Adopting written guidelines for making exterior changes to designated property and for undertaking new construction on designated property;
5) Working with and advising the federal, state, and county governments and other parts of city government;
6) Advising and assisting property owners and other persons and groups, including neighborhood organizations who are interested in historic preservation;
7) Initiating plans for the preservation and rehabilitation of individual historic buildings; and
8) Undertaking educational programs including the preparation of publications and the placing of historic markers.

B. Rehabilitation of Buildings

The Commission may encourage plans for the preservation and rehabilitation of individual historic buildings. The Commission shall, on a regular basis, give recognition to owners and tenants who maintain or rehabilitate their historic buildings with care and thus contribute to the preservation of the history of Campbellsville.

C. Survey of Historic Buildings

In making its survey of historic buildings and areas, the Commission shall conduct this work in accordance with the guidelines of the Kentucky Heritage Council. The Commission shall provide that its survey and preservation plan shall be maintained and continued. The Commission shall use the preservation plan to assist the City in its overall planning efforts.

D. Meetings of the Commission

The Commission shall adopt and make public rules for the transaction of its business and shall hold public meetings and special public meetings when necessary. All meetings shall have a previously available agenda and shall comply with the Kentucky Open Meeting Statute, KRS 61.805. A simple majority of the membership shall be required for decisions involving historic buildings and areas.

E. Annual Report

The Commission shall prepare and keep on file, available for public inspection, a written annual report of its activities, cases, decisions, qualifications of members and other work.

F. Right to Receive and Spend Funds

The Commission, in addition to any appropriations made by the City of Campbellsville, shall have the right to receive, hold, and spend funds which it may legally receive from any and every source both in and out of the Commonwealth of Kentucky for the purpose of carrying out the provisions of this Ordinance.

G. Other Duties Under the Certified Local Government Program

In the development of the Certified Local Government program, the City may ask the Commission to perform other responsibilities that may be delegated to the City under the National Historic Preservation Act.

H. Assistance for the Commission

The Commission shall receive assistance in the performance of its responsibilities from a city staff member or designee whose assigned duties shall include this work with the Commission who shall have expertise in historic preservation or a closely related field. Other city staff members may be asked to assist the Commission by providing technical advice or helping in the administration of this Ordinance.

SECTION V
NOMINATIONS TO THE NATIONAL REGISTER OF HISTORIC PLACES

A. Initiation of Nominations

The Commission will submit nominations for all applicable buildings to be designated on the National Register of Historic Places.

B. Review of Nominations

If either or both the Mayor and the Commission agree that a property should be nominated, the nomination will be scheduled for review by the Kentucky Historic Preservation Review Commission. The opinion or opinions of the Commission and the Mayor will be presented to them for their consideration. The Kentucky Historic Preservation Review Board after considering all opinions, shall make its recommendation to the State Historic Preservation Officer who decides whether to forward the nomination to the U.S. Secretary of the Interior who shall make the decision on listing the property on the National Register. The Mayor, the Commission, or the property owner may appeal the final decision by the State Historic Preservation Officer.

SECTION VI
DESIGNATION OF LANDMARK AND LANDMARK SITES AND HISTORIC DISTRICTS

A. Recommendations and Designations

The Commission shall recommend to the City Council the designation of individual landmarks and landmark sites and historic districts, and the City Council may make these designations by the enactment of ordinances. Consideration of the designation of a landmark and landmark site or a historic district may be originated by the Commission or by the filing of an application for designation by a property owner, any resident of Campbellsville or any organization in Campbellsville. A person or an organization proposing a designation shall give the Commission the names and addresses of the owners of the affected property and the owners of all adjoining property as listed on the tax rolls of the City of Campbellsville.

B. Public Hearing and Notice

The Commission shall assemble information about a property or district being considered for the designation and shall schedule a public hearing on the proposed designation. Advertised notice of the hearing shall be given, including conspicuous posting on the property or in the proposed district. This notice shall be published not earlier than twenty-one (21) days and not later than seven (7) days before the public hearing. At least fifteen (15) days prior to the public hearing written notice shall be given by registered mail to owners of property under consideration and the owners of all adjoining property. Written notice shall be considered sufficient when it is mailed to the person listed on the tax rolls of the City of Campbellsville.

C. Guidelines

Before its first public hearing on a designation the Commission shall adopt general guidelines that will apply to Campbellsville's landmarks and historic districts and will assist owners in the preservation and rehabilitation of their property. The guidelines shall be submitted to the Planning and Zoning Commission and the City Council for their approval. The general guidelines shall include "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" and other guidelines that will apply to all designated property in the City. Before each public hearing on a designation the Commission may adopt additional guidelines that will supplement the general guidelines and will apply to the property under consideration if it is designated. The guidelines shall not limit new construction to any one architectural style but shall seek to preserve the character and integrity of the landmark or the historic district. The guidelines shall suggest changes that would be appropriate for landmarks or for property in historic districts. After a designation, the Commission may expand or amend the guidelines it has adopted provided it holds a public hearing on the changes and submits the proposed changes to the Planning and Zoning Commission and the City Council for their approval.

D. Criteria for Designation

A landmark or historic district shall qualify for designation when it meets one or more of the following criteria which shall be discussed in a Commission report making its recommendations to the City Council:

1) Its value as a reminder of the cultural or archaeological heritage of the City, state, or nation;
2) Its location as a site of a significant local, state, or national event;
3) Its identification with a person or persons who significantly contributed to the development of the City, state, or nation;

4) Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the City, state, or nation;
5) Its value as a building that is recognized for the quality of its architecture and that retains sufficient elements showing its architectural significance;
6) Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials;
7) Its character as a geographically definable area possessing a significant concentration or continuity of sites, buildings, objects, or structures united by past events or aesthetically by plan or physical development; or
8) Its character as an established and geographically definable neighborhood, united by culture, architectural style, or physical plan and development.

E. Report to the City Commission

After evaluating the testimony at its public hearing, survey information, and other material it has assembled, the Commission shall make its recommendation to the City Council with a written report on the property or area under consideration. The report shall contain information about the buildings, sites and structures which have been identified for inclusion in the proposed designation.

F. Report by the Planning Commission

The Planning and Zoning Commission shall then report on the relationship between the proposed designation and existing and future plans for the development of the City. If the Planning and Zoning Commission approves of the proposed designation, it shall amend the Comprehensive Plan to include the proposed designation and shall recommend a change in the zoning map to show the proposed historic designation. The Planning and Zoning Commission shall forward its comments, the Comprehensive Plan amendment, and the zoning map change to the City Council. If the Planning and Zoning Commission does not approve of the proposed designation, it shall forward its comments to the City Council.

G. Action by the City Council

The City Council shall approve, modify, or disapprove the proposed designation and the map amendment within sixty (60) days after receiving the recommendation of the Commission and the material from the Planning and Zoning Commission. If the City Council decides to make a designation and no Comprehensive Plan amendment has been adopted and no zoning map change has been recommended, the City Council shall request the Planning and Zoning Commission to reconsider its earlier decisions and shall provide that the designation shall take effect after these preliminary steps have been approved.

H. Notification of Designation

The Commission shall notify each owner of the decision relating to his property and shall arrange that the designation of a property as a landmark or as a part of a historic district be recorded in the land records of the County. The Commission shall ask that fees be waived for the City documents recording the designations. The Commission shall also give notice of the decision to the government offices in the City and County which shall retain them for future reference.

I. Amendment or Rescission of a Designation

The amendment or rescission of any designation shall be accomplished through the same steps as were followed in the original designation.

SECTION VII
APPROVAL OF CHANGES TO LANDMARKS, LANDMARK SITES, AND PROPERTY IN HISTORIC DISTRICTS

A. Requirement for Certificate of Appropriateness

A Certificate of Appropriateness from the Commission shall be required before a person may undertake the following actions affecting a landmark, a landmark site, or a property in a historic district:

1) Alteration of the exterior part of a structure that is visible to the public;
2) New construction;
3) Demolition; or

4) Relocation.

B. Application to the Commission

When a person wishes to undertake an exterior alteration visible to the public affecting a landmark, a landmark site, or a property in a historic district that does not require a building permit, that person shall apply directly to the Commission for a Certificate of Appropriateness.

The Building Inspector shall forward to the Commission every application for a permit that would authorize an exterior alteration visible to the public, new construction, demolition, or relocation affecting a landmark, a landmark site, or a property in a historic district. The Building Inspector shall give the applicant a form from the Commission requesting additional information from the applicant. The applicant shall provide, where applicable, drawings of the proposed work, photographs of the existing building or structure or site and adjacent properties, and information about the building materials to be used.

C. Stop Work Order: Injunction

In the event work is being performed without the required Certificate of Appropriateness, the Commission shall ask that a Stop Work Order be issued. In the event work requiring a Certificate of Appropriateness but not a Building Permit is being performed without the required Certificate of Appropriateness, the Commission shall ask that a Stop Work Order be issued. In the event work is being performed which is not in accordance with such Certificate, the Police Chief, Codes Enforcement Officer, or the Commission shall issue a Stop Work Order and any law enforcement officer may cite violators in District Court. All work shall cease on the designated property. No additional work shall be undertaken as long as such Stop Work Order shall continue in effect. The City may apply in Circuit Court for an injunction to enforce its Stop Work Order.

D. Action by the Commission; Notice

The Commission shall hold a public hearing on each Certificate of Appropriateness within forty-five (45) days after a completed application is received by the Commission. The Commission shall make a decision on the application within forty-five (45) days after the receipt of a completed application, provided that the Commission may extend the time for decision an additional sixty (60) days when the application is for demolition or new construction. The Commission shall approve or disapprove each application, and it shall give its reasons for its decision using the criteria contained in this section and in its guidelines. The Commission may suggest modifications to an application and may then approve a Certificate of Appropriateness providing for revisions in the plans submitted. If the Commission fails to decide on an application within the specified time period, the application shall be deemed approved. Applicants shall be given notice of the public hearings and meetings relating to their application and shall be informed of the Commission's decision. When an application has been approved, the applicant shall be given a Certificate of Appropriateness. Notice of the hearing shall be given conspicuous posting on the property for five (5) consecutive days immediately prior to the hearing.

E. Criteria in Deciding on Applications

In making a decision on an application, the Commission shall use the general guidelines and the guidelines it has adopted for that landmark or historic district. The Commission shall consider:

1) The effect of the proposed work on the landmark or the property in the historic district upon which such work is to be done; and
2) The relationship between such work and other adjacent or nearby buildings and property.

In evaluating the effect and the relationship, the Commission shall consider historical and architectural significance, architectural style, design, arrangement, texture, materials, and color. The Certificate of Appropriateness from the Commission shall not relieve the property owner from complying with the requirements of other state and local laws and regulations.

F. Consulting with Applicants

In making a decision on an application, the Commission shall be aware of the importance of finding a way to meet the current needs of the applicant. The Commission shall also recognize the importance of approving plans that will be reasonable for the applicant to carry out. Before an applicant prepares his

plans, he may bring a tentative proposal to the Commission for its comments.

G. Routine Alterations: Ordinary Maintenance and Repairs

The Commission shall prepare a list of routine alterations that shall receive immediate approval without a public hearing when an applicant complies with the written guidelines of the Commission. At each meeting the Commission shall be informed of the Certificates of Appropriateness that have been issued under this provision. The Commission may regulate the color of paint used on designated property.

Ordinary maintenance and repairs may be undertaken without a Certificate of Appropriateness provided this work on a landmark, a landmark site, or a property in a historic district does not change its exterior appearance that is visible to the public. Every person in charge of a landmark or a property in a historic district shall keep it in good repair:

1) All of the exterior portions of such buildings or structures; and
2) All interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate, or to become damaged, or otherwise to fall into a state of disrepair. The purpose of this provision is to prevent a person from forcing the demolition of his building by neglecting it and by permitting damage to the building because of weather or vandalism.

No provision in this Ordinance shall be interpreted to require an owner or tenant to undertake an alteration or to restore his building to its original appearance.

H. Meetings with Owners about Condition of Buildings

The Commission shall request a meeting with a property owner when his landmark or his building in a historic district is in poor repair, and the Commission shall discuss with the owner ways to improve the condition of his property. After this step, the Commission may request the Building Inspector to take action to require correction of defects in any building or structure designated under this Ordinance, so that such building or structure shall be preserved in accordance with the purposes of this Ordinance. The action taken by the City may include boarding up the doors, windows, and other parts of the building and additional steps to stabilize walls, roofs, and other parts of the building.

The Commission shall request a meeting with the owner of each vacant lot in a historic district, and the Commission shall discuss with each owner ways to maintain the vacant lot so that it will contribute to the preservation of the historic district. The Commission may prepare plans to improve the appearance of a vacant lot in the historic district.

The provisions of this section shall be in addition to all other provisions of the Kentucky Building Code requiring buildings and structures to be kept in good repair.

I. Emergency Situations

When a property is damaged by fire, storm, or other unexpected events, the owner or tenant may receive approval from the Chairman or Vice Chairman of the Commission for the work to be done in response to this emergency. At its next meeting, the Commission shall be informed of the Certificates of Appropriateness that were issued. In situations requiring temporary action, an owner may do work in order to temporarily protect the property from further damage provided the owner reports this work to the Commission within two (2) business days.

An owner shall immediately notify the Building Inspector of emergency conditions dangerous to life, health, or property affecting a landmark, a landmark site, or a property in a historic district, and the owner shall promptly provide evidence of the dangerous conditions that has been prepared by a person with professional qualifications in evaluating buildings and structures.

In any case where the Building Inspector determines that there are emergency conditions dangerous to life health, or property affecting a landmark, a landmark site, or a property in a historic district, he may order remedying of these conditions without the approval of the Commission. The Code Enforcement Officer shall promptly notify the Chairman of the Commission of the action being taken.

J. Demolition of a Landmark or a Building or Structure in a Historic District

When an applicant wishes to demolish a landmark, a building or structure on a landmark site, or a building or structure in a historic district, the Commission shall negotiate with the applicant to see if an alternative to demolition can be found. The Commission may ask interested individuals and organizations for assistance in seeking an alternative to demolition and in obtaining estimates on rehabilitation costs for the threatened building. After its public hearing, the Commission may decide that a building or structure in a historic district or on a landmark site may be demolished because it does not contribute to the historic district or to the landmark. On all other demolition applications, the Commission shall study the question of economic hardship for the applicant and shall determine whether the landmark or the property in the historic district can be put to reasonable beneficial use without the approval of the demolition application. In the case of an income-producing building, the Commission shall also determine whether the applicant can obtain a reasonable return from his existing building. The Commission may ask applicants for additional information to be used in making these determinations. These determinations shall be in addition to the points contained in Section VII.E. If economic hardship or the lack of a reasonable return is not proved, the Commission shall deny the demolition application unless the Commission finds grounds to grant the demolition application under the points contained in Section VII.E.

K. Moving a Landmark or a Building or Structure in a Historic District

When the applicant wishes to move a landmark, a building or structure on a landmark site, or a building or structure in a historic district, or wishes to move a building or structure to a landmark site or to a property in a historic district, the Commission shall consider:

1) The contribution the building or structure makes to its present setting;
2) Whether there are definite plans for the site to be vacated;
3) Whether the building or structure can be moved without significant damage to its physical integrity; and
4) The compatibility of the building or structure to its proposed site and adjacent properties.

These considerations shall be in addition to the points contained in Section VII.E.

L. Length of Validity of Certificate of Appropriateness

A Certificate of Appropriateness shall remain valid for one (1) year after it is issued. Work is required to start before the end of the one-year period. If actual work has not commenced within one year the certificate is invalid. Actual work is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition is required preparatory to rebuilding, such excavation or demolition shall be deemed to be actual work provided that it shall be carried out diligently.

M. Appeal of the Commission's Decision

The applicant shall have an appeal to the Circuit Court from a decision of the Commission on an application for a Certificate of Appropriateness. Such appeal must be filed in writing with the Taylor County Clerk within thirty (30) days after the decision of the Commission.

SECTION VIII
CONFORMITY WITH THE CERTIFICATE OF APPROPRIATENESS

All work performed pursuant to a Certificate of Appropriateness shall conform to the provisions of such Certificate. It shall be the responsibility of the Building Inspector to inspect from time to time any work being performed to assure such compliance. In the event work is being performed which is not in accordance with such Certificate, the Police Chief or the City Codes Enforcement Officer shall issue a Stop Work Order and any law enforcement officer may cite violators in District Court. All work shall cease on the designated property. No additional work shall be undertaken as long as such Stop Work Order shall continue in effect. The City may apply in Circuit Court for an injunction to enforce its Stop Work Order.

SECTION IX
EMERGENCY CONSIDERATION

In the case of unusual circumstances whereby the normal process for obtaining a Certificate of Appropriateness as set forth in this Ordinance creates undue hardship for the health, safety, and welfare of an applicant, the Commission may at its discretion waive the normal process and give immediate approval for a Certificate of Appropriateness. The Commission shall site its reasons in writing for such immediate approval.

SECTION X
VIOLATIONS AND PENALTIES

Any person violating any of the provisions of this Ordinance shall be fined not less than fifty dollars ($50), nor more than five hundred dollars ($500) for each offense. Each day's violation shall constitute a separate offense.

SECTION XI
SEVERABILITY

If any section of this Ordinance shall be declared void or unconstitutional, the remaining provisions shall continue to have full force and effect.

SECTION XII
EFFECTIVE DATE

This ordinance was introduced and given a first reading at a regular monthly meeting of the City Council held on the 7th day of December 2015; it received its second reading, passage and became effective at a special called meeting of the City Council held on the 4th day of January, 2016.

C. PROPERTIES LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES IN CAMPBELLSVILLE, KENTUCKY

#	Inv. #	Res. #	Name	Address	Listed
1	8	TAC-7	Campbellsville Civic Center	205 N. Columbia Avenue	1983
2	9	TAC-8	Taylor County Clerk's Office	204 N. Columbia Avenue	12-20-1977
3	62A	TAC-10	WVLC - The Big Dawg	101 E. Main Street	1983
4	61	TAC-11	The New Turner Block	103-105 E. Main Street	1983
5	61B	TAC-12	The New Turner Block	107-109 E. Main & 110 E. First St.	1983
6	59	TAC-13	Bank of Campbellsville	111 E. Main Street	1983
8	57	TAC-14	Sharlow & Associates, CPA	115 E. Main Street	1983
9	56	TAC-15	Caulk Hardware	117 E. Main Street	1983
10	56	TAC-16	Caulk Hardware	119 E. Main Street	1983
11	55A	TAC-17	Tucker Diamonds and Gold	121 E. Main Street	1983
12	55B	TAC-18	Tucker Diamonds and Gold	123 E Main Street	1983
13	54	TAC-19	Merle Norman	125 E. Main Street	1983
14	53A,B	TAC-20	Citizen's Bank & Trust	201-209 E. Main Street	1983
16	51	TAC-21	Gowdy Block	219 E. Main Street	1983
17	49	TAC-21	Mitchell's Men's Wear	221 E. Main Street	1983
18	50	TAC-21	Jon Heinemann Law Office	223 E. Main Street	1983
19	48	TAC-290	Purcell's Business Products	222 E. First Street	1983
20	47A,B	TAC-21	Happy Days Restaurant/Mending Thimble	225-229 E. Main Street	1983
22	45A,B,C	TAC-50	City Hall/Tim Berry Fall's Building	117 N. Central Street	1983
23	44	TAC-22	Wise, Buckner, Sprowles Assoc. PLLC	301 E. Main Street	1983
24	43	TAC-23	Dixie Atlas Republic Insurance Co. Block	303 E. Main Street	1983
25	42	TAC-23	Cozy Comforts	305 E. Main Street	1983
26	41	TAC-23	James Art Glass	311 E. Main Street	1983
27	40A	TAC-25	First United Methodist Church	317 E. Main Street	1983
32	140	TAC-127	Ellis Residence	127 S. Central Ave.	1983
33	142	TAC-31	Gupton Building	131 S. Central Avenue	1983
34	143	TAC-47	Gowdy Wholesale Grocer	133 S. Central Avenue	1983
36	88A	TAC-33	The Newton Block/The Elegant Touch	224-226 E. Main Street	1983
37	87	TAC-33	The Newton Block/Glitz	222 E. Main Street	1983
38	86A,B	TAC-34	Puryear Block/Dixie Pawn and Gun Shop	220 E. Main Street	1983
38	86 C	TAC-34	Main St. Barber Shop	216-220 E. Main Street	1983
39	85A,B	TAC-35	Stults Building	212-214 E. Main Street	1983
40	84	TAC-36	Chandler's Novelty/Kerr Office Group	210 E. Main Street	1983
41	83	TAC-37	Chandler's Office Supply/Kerr Office Group	208 E. Main Street	1983
42	82	TAC-38	Former Family Consignment	204 E. Main Street	1983
43	80	TAC-39	Chandler Building/Harden Coffee	202 E. Main Street	1983
45	79	TAC-40	The Green Room	130 E. Main Street	1983
46	128	TAC-307	David's Barber Shop	101-103 S. Court Street	1983
47	78A,B	TAC-41	D.W.Gowdy's General Store/Brothers Barbeque	128 E. Main Street	1983
48	77	TAC-42	Firestone Bldg./Artesanias Angel Pottery	126 E. Main Street	1983
49	76	TAC-43	Sapp's Antiques	120-122 E. Main Street	1983
50	76	TAC-44	Sapp's Antiques	116 E. Main Street	1983
51	75	TAC-45	Willock Building	110-112 E. Main Street	1983
52	74	TAC-46	Shively Jewelry	108 E. Main Street	1983
53	73	TAC-2	Merchant's Hotel	102 E. Main Street	11-25-1980
54	61B	TAC-304	Frank Page Smith Buildings	104-108 S. Court Street	1983
Historic District			Campbellsville Historic Commercial District	Columbia Ave. Broadway, 1st, Hotchkiss, Central, RR	2-10-1983
School		TAC-62	Campbellsville School/Stadium/Athletic Field	230 W. Main Street	1-4-2007
Historic District			Campbellsville Residential Historic District	Central Ave., Duffy, Maple, and Jackson	2-7-2008

D. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

National Park Service
U.S. Department of the Interior

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

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

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

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

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

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

E. CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Before making exterior alterations that are visible to the public such as signage, renovation, new construction, relocation or demolition, a Certificate of Appropriateness application must be approved by the Campbellsville Certified Local Government/Historic Preservation Commission. The Commission will review and make a decision on the application within thirty days after receipt. Upon approval, a Certificate of Appropriateness will be issued that is valid for one year.

Instructions: Follow the checklist carefully in completing this application. No certifications will be made unless a completed application form has been received. Type or print clearly in black or blue ink. If additional space is needed, use continuation sheets or attach blank sheets. The decision by the Campbellsville Certified Local Government/Historic Preservation Commission with respect to certification is made on the basis of the description of work to be completed, maps, photographic documentation, architectural plans, drawings, and specifications with this application.

1. Name of Property: _____
   Address of property: Street: _____
   City: _____ County: _____ State: _____ Zip: _____
   Name of historic district: _____
   ___ National Register Historic District ___ Local Historic District ___ Campbellsville Main Street Area

2. Data on building and rehabilitation project:
   Date building constructed: _____ Use before rehabilitation: _____
   Type of construction: _____ Proposed use(s) after rehabilitation: _____
   This application cover phase number ____ of ___ phase(s)
   Project/phase start date: _____ Estimated completion date: _____
   Date project completed: _____

3. Applicant: (Check one) Building Owner ___ or Tenant ____
   I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I have the right to make the changes to the building as described below.
   Name: _____ Signature: _____ Date: _____
   Street: _____ City: _____
   State: _____ Zip: _____ Daytime Telephone Number: _____

4. Checklist of items:
   ___ Map showing building location in district
   ___ Photographs of existing building exterior
   ___ Description of proposed work to be completed, noting existing conditions of materials
   ___ Description of proposed signage including dimensions, height, width, depth, material, color, font size and style
   ___ Plans and/or sketches for work to be accomplished, noting proposed materials to be used
   ___ Historical photographs (if requested)

5. Project Description: Briefly describe proposed work

_____
_____
_____
_____
_____

CAMPBELLSVILLE HISTORIC PRESERVATION COMMISSION REVIEW USE ONLY

____ The Campbellsville Renaissance/Historic Preservation Commission has determined that this project meets The Campbellsville Local Historic District Design Guidelines and therefore grants a Certificate of Appropriateness.

____ The Campbellsville Renaissance/Historic Preservation Commission has determined that this project will meet The Campbellsville Local Historic District Design Guidelines and will therefore grant a Certificate of Appropriateness if the following conditions are met.

____ The Campbellsville Renaissance/Historic Preservation Commission has determined that this project does not meet The Campbellsville Local Historic District Design Guidelines and therefore is NOT granted a Certificate of Appropriateness.

____ The Campbellsville Renaissance/Historic Preservation Commission has determined that this project does NOT meet The Campbellsville Local Historic District Design Guidelines but will grant a Certificate of Appropriateness.

Signature: _____ Date: _____
Chairperson or Vice-Chairperson

F. CERTIFICATE OF APPROPRIATENESS MINOR REVIEW LIST

Minor Review

A Minor Review consists of administrative review performed by the Staff, Chairman, Vice-Chairman of the Campbellsville Certified Local Government/Historic Preservation Commission or designee.

A Minor Review shall occur for construction and alterations which have a minor impact on the significant historical, architectural, or cultural materials of the structure and/or the district and the request is in compliance with or compatible with the Campbellsville Local Historic District Design Guidelines 2018. Applications for alterations may include the following:

1. Replacement of same or like materials for fences, gates, driveways, walkways, steps, siding, roofs, doors or windows, awnings;
2. Signage painted or attached to window surfaces;
3. Mechanical systems including heating and cooling equipment and irrigation systems; and

Any other request as determined to have minor impact or no potential detriment on the structure or historic district;

After submission of the Minor Review Application, Staff shall prepare a written report outlining the work to be accomplished and recommendation, whether approval, denial, or approval-with-conditions. A written recommendation shall be presented to the applicant within ten (10) days of the submittal of a Certificate of Appropriateness application and at the subsequent meeting of the Campbellsville Certified Local Government/Historic Preservation Commission. The Minor Review shall require no posting of a notice sign on the affected property or public hearing on the application.

Minor Review Approval/Denial

If the application is approved, the Certificate of Appropriateness shall be issued. If the application is denied, a Certificate of Appropriateness shall not be issued, however, the applicant may apply for a major review before the Campbellsville Certified Local Government/Historic Preservation Commission. If the application is approved-with-conditions, then the Certificate of Appropriateness shall be issued with the conditions noted and the applicant must meet all such conditions.

G. BUILDING MAINTENANCE CHECKLIST

The following is from: https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm#inspection

INSPECTION FREQUENCY CHART

Feature	Minimum Inspection Frequency	Season
Roof	Annually	Spring or fall; every 5 years by roofer
Chimneys	Annually	Fall, prior to heating season; every 5 years by mason
Roof Drainage	6 months; more frequently as needed	Before and after wet season, during heavy rain
Exterior Walls and Porches	Annually	Spring, prior to summer/fall painting season
Windows	Annually	Spring, prior to summer/fall painting season
Foundation and Grade	Annually	Spring or during wet season
Building Perimeter	Annually	Winter, after leaves have dropped off trees
Entryways	Annually; heavily used entries may merit greater frequency	Spring, prior to summer/fall painting season
Doors	6 months; heavily used entry doors may merit greater frequency	Spring and fall; prior to heating/cooling seasons
Attic	4 months, or after a major storm	Before, during and after wet season
Basement/Crawlspace	4 months, or after a major storm	Before, during and after rain season

The following is from: Checklist for the Routine Inspection of Buildings
https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88114

EXTERIOR INSPECTION

All building materials deteriorate with age and exposure to the weather. Through routine inspection and cyclical maintenance, the useful life span of a building and its historic fabric will be greatly increased. The principal reason for developing this building inspection form is to advise building owners on the maintenance of their properties. The money invested in a building is considerable and care and effort are required to preserve and increase the value of the property. Unfortunately, many building owners use the "squeaky wheel" technique in their approach to maintenance, doing little or nothing until failure occurs. And when it does the owner is hit with high repair bills and great inconvenience. The job of maintenance can be simplified if it is done systematically instead of haphazardly. Preventive maintenance involves regular inspection of those parts of the building that are most likely to get out of working order. The accompanying checklist is intended to help a building owner or manager identify and keep an accurate record or inventory of the building's problems to facilitate systematic repair and maintenance.
This procedure is a brief but comprehensive overall building inspection. Each of the areas addressed may have more extensive inspection procedures which could be followed in the case of specific problems.

1. ROOFS

A roof is all that stands between the interior of a building and the weather outside. A neglected roof will result in higher costs from damages caused by leaks than a carefully maintained roof. Roofing materials and

elements should be inspected twice a year, before and after the harsh weather of winter, to determine maintenance needs. The most common types of roof include gable, hip, hip-and-valley, gambrel, and flat or built-up roof.

a. Asphalt Shingles: Pay particular attention to shingles on the ridge, hips, and at roof edges; they get the hardest wear. Also watch for lumpiness that indicates a new roof has been applied over old shingles; all sorts of damage could be covered up. Look for:
    1. Mineral granules almost totally worn off shingles
    2. Mineral granules collecting in gutters and base of downspouts
    3. Edges of shingles look worn
    4. Nails popping up
    5. Roof looks new but lumpy
    6. Mold or moss forming on shingles
    7. Holes in the roof from guy cables, TV antennas etc.
    8. Leading edge of roof damaged by ladders
b. Clay Tiles: Clay tiles will weather well but are prone to breakage from mechanical shock, such as a falling tree limb or people walking on the tiles without protecting them. Check for:
    1. Broken tiles
    2. Missing tiles
    3. Nails popping up
    4. Mold or moss forming on tile
c. Slate: Some slates are more durable than others, but a properly laid top-quality slate should last a century or more (slate longevity varies depending on slate source). Check for:
    1. Broken slates
    2. Missing slates
    3. Slate flaking apart
    4. Nails letting go
    5. Slate particles collecting in valley flashing
d. Metal: If the metal isn't copper, zinc, stainless steel, and other corrosion-resistant metal blends your primary task will be to fight rust by keeping the roof painted. Check for:
    1. Rust or corrosion spots
    2. Signs of previous patch jobs
    3. Punctures in metal
    4. Joints and seams broken
e. Wood Shingles and Shakes: For maximum roof life, shingles and shakes require proper air circulation underneath so they can dry after rain. Therefore, they should be laid on open sheathing. If you find that they are improperly laid, you can help them dry by providing adequate ventilation in your attic. Look for:
    1. Biological attack (moss or mold, insects, birds)
    2. Cupping and warping
    3. Deep cracks and splits
    4. Wood has become unevenly thin from erosion
f. Built-up Roof: The roof membrane of a built-up roof consists of one or more plies of roofing felt bonded together either by hot or cold applied roof coatings. Deterioration of the membrane produces areas of the surface of the roof where leaks can occur. It is particularly difficult to diagnose leaks in flat roofs because water can enter at one point and migrate horizontally for long distance before leaking inside the building. Check for:
    1. Blisters or slits in the membrane
    2. Ponding of water (or dried areas where ponding was)
    3. Drainpipes are plugged
    4. Drip edges are provided

5. Gravel covers roof well
6. Flashing are well positioned or seated
7. Trash build-up

g. Membrane Roof: A further development and evolution of a built-up roof is a membrane roof composed of rolls/sheets of materials such as synthetic rubber, thermoplastics, or other man-made materials. Such roofs are often installed over a layer of rigid insulation. These types of membrane roofs may not have a stone top layer. Also, these roofs are often white or other reflective colors to reduce solar heat gain and the urban heat island effect. Checklist is generally similar as noted in "f. Built-up Roof".
h. Green Roof: The "green roof" with a living plant material layer at the top surface is typically a membrane roof as noted in "g." above, but with a very important root-resisting and waterproof layer(s) to isolate the living plant material layer from layers below. For further reference see the links below from the Whole Building Design Guide:http://www.wbdg.org/resources/greenroofs.php

2. ROOFING ELEMENTS

a. Projections: Anything that breaks through the roof surface, such as a chimney or vent pipe, offers an entrance for water and so must be adequately flashed. Check that no projection or ornament is so weak or damaged that it could topple and smash roofing materials. Check for:
    1. Proper flashing around projections
    2. Weathering of mortar joints at chimneys
    3. Loose mortar joints that admit water
    4. Chimney leans
    5. Loose and wobbly antennae
    6. Loose lightning rods
    7. Loose and wobbly weathervane
b. Galvanic Action: Corrosion of metals can be caused by galvanic action. Check for:
    1. Ferrous metals touching dissimilar metals, such as galvanized nails in copper flashing
c. Cornice: Roofs frequently fail first at the edges and admit water into the cornice. Check for:
    1. Moisture causing paint to peel on cornice, especially at the underside
    2. Broken or missing cornice
    3. Cracks and other damages
d. Underside of Roof: Pay particular attention to projections and eaves. Inspect on a rainy day to see if water stains are current or past problem. Look for:
    1. Water stains on soffit boards
    2. Damaged soffit boards
    3. Damaged fascia boards
e. Flashing: Flashing is usually made of thin metal, such as copper, aluminum, or galvanized steel. It should be installed completely around every protrusion through the roof, and at every joint where vertical wall intersects the roof. Check for:
    1. Loose, corroded, or broken flashing
    2. Missing and uncaulked openings at the tops of flashing
    3. Daubs of roof cement on flashing (They may hide leaks that have not been corrected)
    4. Base flashing and counterflashing of vertical joints
f. Gutters and Leaders: Leaking gutters can cause extensive damage to the entire building, not just the roof. Pay special attention to built-in gutters which can feed hidden leaks directly to the cornice and down into the main structure. Check for:
    1. Gutters clogged with debris or ice
    2. Gutters that are rusty or corroded
    3. Gutters that are loose, tilted, or missing
    4. Broken seams in metal linings of built-in gutters
    5. Birds nests and roosting places

3. EXTERIOR WALL MATERIAL

The accumulated effects of hot sun, wind, rain, hail, dust, winter snow, and ice over the years will weather even the best quality masonry wall and/ or siding. Natural finishes, including paint, deteriorate and show signs of peeling and blistering. Cracks develop as members weather and caulking, and mortar joints give way to water penetration. The following checklist will be useful in inspecting buildings on a regular basis to determine maintenance needs.

a. Masonry & Mortar: The inspector should pay particular attention to loose mortar joints, cracks, stains and wet spots on the wall.
    1. Cracks can be horizontal, vertical, diagonal, hairline or major. Document the nature of the crack, explaining as best as possible the causes of the cracks. Note if cracks are running through just the mortar or also the masonry units.
    2. Mortar: Inspect mortar joints to determine if they are loose or missing and evaluate their condition as good, fair or poor.
    3. Brick: Check for stains, wet spots, bulges, spalling, efflorescence, and missing brick.
    4. Stone: Inspect stonework for wet spots, stains, spalling, bulges, and efflorescence. For a comprehensive inspection checklist for stone, see 04400-01-S.
b. Stucco/Plaster: Inspect for:
    1. Cracks, staining, loose stucco, soft spots, blisters or bulges, and falling stucco.
c. Siding, Shingles, and Sheathing: Hot sun, wind, rain, hail, dust and winter snow and ice are the principal causes of damages to siding and sheathing. Inspect siding, shingles, soffits and wood trim such as cornices for:
    1. Cracked boards, loose boards, or broken boards
    2. Rotted and missing members
    3. Signs of veins of dirt (termite tunnels)

4. EXTERIOR FINISHES

Finishes need to be renewed periodically by application of a fresh penetrating stain coat or a paint coat when wear begins to show. There are many causes of poor paint wear. Most common are vapor or condensation problems. Other causes are rain or other water behind siding or shingles and also improperly applied priming coat.

a. Painting: Inspect all finished surfaces for:
    1. Signs of peeling, cracks, and alligatoring
    2. Document the overall findings as good, fair, or poor
b. Decorative Elements: Ornamental elements also undergo wear and tear. Inspect not only the ornament but also its supports, such as anchors, for expansion due to rust.
    1. Cast iron: Inspect for rust, deterioration, corrosion, and loose and missing members
    2. Stone/terra cotta: Inspect for loose, eroded, spalled, and stained tiles
    3. Wood: Inspect for rot, moisture, cracks, missing and loose members

5. FENESTRATION

Doors and windows constitute main sources of energy loss through air infiltration. Energy losses can be reduced by weather-stripping. Inspect to ensure that weather-stripping is properly installed, and all sources of infiltration are in check.

a. Doors: Inspect doors, frames, and weather-stripping. Check:
    1. Door alignment
    2. All parts for deterioration
    3. All door hardware for proper operation
b. Windows: Inspect windows for material soundness at sill, joint between sill and jamb, corners of bottom rail and muntins. Check for:
    1. Proper operation of all sash (including upper sash of double hung units)
    2. Proper operation of hardware

3. Loose, cracked or missing glazing putty
4. Soundness of weather-stripping
5. Cracks and other damages to lintel
6. Rot and/or deterioration of wood framing

6. EXTERIOR CEILINGS AND DECKS

a. Porch: Moisture problems in an exterior ceiling are indications of faulty drainage from the roof above. Inspect the roof to make sure water isn't entering the main structure of the building as well. Check for:
    1. Peeling paint and water stains on the ceiling
    2. Rotted and warped boards in the deck
    3. Damaged and/or loose steps and handrails
    4. Rotted boards and other damages to ceiling
    5. Cracks and other damages on a concrete floor
    6. Spalling, cracks, loose and/or missing mortar joints on brick or stone
b. Wooden Supports: Wood destroying insects and fungi can cause considerable damage to the wooden supports of exterior ceilings and decks. Early detection of pests and decay can help building owners avoid expensive repairs. Inspectors should pay particular attention to:
    1. Molds and fungus
    2. Wood rot and termite infestation
    3. Seal of deck at foundation
    4. Corrosion of iron fittings on members
c. Infestation: Chemical treatment of the structure and adjacent soil will drive insects away. No matter what protective measures are taken, a periodic inspection should be made at least every six months. The existence of termites or infestation in older buildings with crawl space is difficult to detect because contact with the soil is usually direct and termite tubes are not evident. Inspection by professional exterminators is essential in such cases. Check for:
    1. The need of treatment for ants and other wood destroying insects
    2. Termites
    3. Damage and rot on all wood members

7. GROUNDS

The ground should be properly graded to direct the flow of rainwater away from the building and from the lot to prevent standing water. The property should always be checked after a heavy rain to see if it drains properly.

a. Driveways and Sidewalks: Check for:
    1. Safety hazards (heaves and depressions)
    2. Cracks on and deterioration of paved material
    3. Damages to and curb clearances
    4. Oil stains and pools of water
b. Window Well: Check for:
    1. Leaks and standing water
    2. Leaves and other debris
    3. Other damages to window well material
c. Storm Drains: Check for proper drainage and/or clogging of drain line.
d. Retaining Wall: Check for:
    1. Cracks, spalling from subflorescence and freezing
    2. Leaning and Bulges
    3. Loose, crumbling, and missing mortar joints
e. Foundation: Inspect to ensure that there is no collection of leaves and other debris at the edges of the foundation and for proper drainage. Check for:

1. Cracks, spalling from subflorescence and freezing
2. Leaning and Bulges
3. Loose, crumbling, and missing mortar joints

f. Landscape: Check all landscape features e.g. Trees, Bushes for diseased or dead parts. Check if:
   1. Trees overhang or touch building which cause damage or trash build-up
   2. Creepers and vines are causing damage (paint peeling, joint deterioration etc.)
   3. Plants holding water against structure
   4. Tree roots damaging structure
   5. Bare spots show in lawn and /or shrubs need pruning

8. INTERIOR INSPECTION

BASEMENT AND CRAWL SPACE: Foundation walls are subject to a wide variety of stresses and strains that cause concrete and other masonry to expand and contract. This sometimes results in cracks, leaks or condensation problems. Inspect to ensure that rainwater and other sources of moisture drain away from the building. Check for dampness on surfaces and for mold on joists at the point where the first-floor joists meet the foundation wall.

a. Load Bearing Masonry Wall: Inspect load bearing walls for structural damages paying particular attention to the following:
   1. Cracks caused by either structural movement or material shrinkage
   2. Leaning and bulges
   3. Loose/damp mortar joints and spalling
   4. Wet spots, stains and water penetration
   5. Insect/termite infestation and decay on wood members

b. Cast-in-Place Concrete Wall: Look for:
   1. Settlement, cracks, and leaning
   2. Water penetration, wet spots, and stains
   3. Moisture conditions (dampness etc.)
   4. Insect/termite infestation and decay on wood members

c. Wood Joists & Beams: Check for:
   1. Sagging at the center of span
   2. Springiness or vibration
   3. Pronounced slope in one direction
   4. Split at bottom of joist or beam
   5. Floor squeaking and insect infestation/decay
   6. Bearing on masonry
   7. Bulging or sagging plaster ceiling
   8. Overloading of joists and beams

d. Steel Beams/Concrete Deck: Check for:
   1. Deflection at midspan
   2. Sloping floor
   3. Corroded connections
   4. Missing connections and connections bearing on masonry
   5. Settlement effects, mechanical or exterior leakage

e. Reinforced Concrete Floor: Check for:
   1. Spalling and exposed reinforced steel
   2. Wide, regularly spaced cracks in floor
   3. Cracks near and parallel to masonry wall
   4. Surface dusting and cracked concrete near columns

f. Masonry Floors: Check for:
   1. Leaks, cracks, and spalling
   2. Alterations and new holes cut on floor for stairs, mechanical installations etc.

3. Efflorescence
4. Sidewalk vaults and subgrade storage
5. Crack at the crown of the arch and between supporting walls

g. Wood Floor: Wood floors members bearing directly to the soil are susceptible to insect and fungus attack. Check the underside of boards and floor joists for fungus, insect and or termite attack. Look for:
    1. Cracks and badly damaged boards
    2. Twisted boards
    3. Squeaking
    4. If floorboards need refinishing
h. Carpet: Inspect for:
    1. Frayed edges
    2. Damaged portions
    3. Stains and worn out areas
i. Ceramic Tile: Inspect for:
    1. Adherence and grout in joints
    2. Loose joints
    3. Splits and cracks
    4. Missing tiles
j. Interior Wall Finishes: Includes but not is limited to plaster/stucco, gypsum board, wood, and wallpaper.
    1. Push on suspect wall surfaces to check for looseness
    2. Check for signs of dampness (this suggests leaks, either from the roof or internal pipes)
    3. Inspect for cracks, bulges, peeling, blistering and mildew
k. Ceiling Finishes: May be plaster/stucco, gypsum board, wood, wallpaper, or any other material. Specify this other material in your inspection record sheet. Check for:
    1. Signs of damp plaster on ceilings (this suggests leaks from the roof or plumbing and mechanical pipes)
    2. Loose plaster, cracks and bulges
    3. Blistering and peeling
l. Interior Decorative Masonry: This includes windowsills, walls, wainscot, and floors. Check for:
    1. Dullness of surfaces
    2. Stains, dampness, and spalling
m. Fireplace: Inspect active fireplaces thoroughly for fire safety, material soundness, and structural stability. Check:
    1. Connection with flues
    2. If damper is operable
    3. If the flue is lined with a clay-tile liner to prevent fire and fumes leakage into the building
    4. If the flue is unobstructed all the way to the roof
    5. If the fire box has a firebrick liner
n. Metal Surfaces: Brass, cast iron, and bronze. Inspect all exposed ornamental metal trim. Check for:
    1. Built-up dirt, stain and rust
    2. Corrosion and cracked surfaces
o. Stairs: (refers to wooden stairs) Check for:
    1. Secureness of all railings
    2. Gaps between treads, risers and stringers
    3. Stair pulling away from the wall
    4. Looseness or other damage to balustrades
    5. Looseness and other damage to newel post
    6. Irregular riser-tread ratios

p. Interior Doors and Wood Trim: Check for:
    1. Proper door alignment, fit and operation
    2. Presence of all door hardware
    3. Proper operation of all locks
    4. Deterioration of hinges and pins
    5. Condition of finish and other problems
q. Interior Windows and Wood Trim: Check for:
    1. Proper window alignment, fit and operation
    2. Presence and functioning of all window hardware
    3. Proper operation of locks, hinges and pins
    4. Signs of water leakage at frames
    5. Movement of sash up and down the frame
    6. Seals around windowpanes
    7. Condition of finish and record other problems
r. Kitchen Cabinets/Counters: Inspect cabinets and counters to ensure that all drawers and doors are properly hung and secure, and that no movements are restricted and to ensure that all units are securely anchored to walls and floor. Check for:
    1. Missing handles and hardware
    2. Badly worn or stained countertops
    3. Condition of finish

9. MECHANICAL AND ELECTRICAL:

a. Electrical: Ascertain that there are sufficient power circuits to run all the appliance and equipment the owner uses. Remember that older buildings were not originally wired to take care of the many electrical appliances and the equipment used today. Check:
    1. The condition of incoming service wires and supports
    2. The operation of all exterior outlets and switches
    3. Whether all exterior plugs and kitchen, bathroom, wet area plugs as required by code are fitted with ground fault connectors
    4. Whether fuses or circuit breakers trip frequently
    5. Whether an electrician has periodically checked all aluminum wire connections
    6. Whether power is brought in overhead rather than underground (if so, look for trees or other hazards that could cause problems)
b. Plumbing and Mechanical Systems: Note which types of heating, ventilating and air conditioning systems the building presently has. Inspect the furnaces, ducts, registers, and radiators.
    1. Look for any obvious signs of deterioration, damage, stains and rot
    2. Inspect the water supply and waste pipes for rust and leaks
    3. Has the local gas company tested gas lines for leaks? (if not, have them do so).

10. ATTIC

a. Condensation occurs in the attic principally because of easy pathways for moisture to migrate from the occupied areas, or because of inadequate ventilation. The ventilators (louvers) in the unfinished and unconditioned attic should remain open to provide circulation of air throughout the year. Check for:
    1. Any signs of roof or flashing leaks on rafters and insulation
    2. Signs of mildew on underside of roof boards
    3. Smoke or water leaks or breaks in the mortar joints of the chimney
    4. Straightness and sound condition of roof rafters
    5. Adequacy and condition of insulation
    6. Nests and blockages of ventilation openings
    7. Operation of vent and/ or attic fan

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I. USEFUL WEB SITES

American Battlefield Protection Program:
https://www.nps.gov/abpp/index.htm

Certified Local Government Program:
https://www.nps.gov/clg/

Challenge Cost-Share Program:
https://www.nps.gov/ccsp/index.htm

Cultural Resources Mapping & Geographic Information Systems (GIS)
https://www.nps.gov/hdp/crgis/

General Services Administration:
https://www.gsa.gov/

Historic Landscape Initiative:
https://www.nps.gov/nr/publications/guidance/nrli/index.htm

Historic Preservation Certification Application:
https://www.nps.gov/tps/tax-incentives/application.htm

Historic Preservation Funds NCSHPO:
ncshpo.org/issues/historic-preservation-fund/

Historic Preservation Fund Grants:
https://www.nps.gov/preservation-grants/

Historic Preservation Internship Training Program:
https://www.npi.org/opportunities

Historic Preservation Links:
https://www.nps.gov/nr/preservation_links.htm

Historic Preservation Planning Program:
https://www.nps.gov/preservation-planning/

Historic Surplus Property Program:
https://www.nps.gov/orgs/1246/index.htm

Historic Tax Credit:
ncshpo.org/issues/historic-tax-credit/

How to Preserve Historic Properties
www.nps.gov/tps/how-to-preserve.htm

National Historic Landmarks Assistance Initiative:
https://www.nps.gov/nhl/learn/initiatives.htm

National Park Service:
http://www.nps.gov

National Register of Historic Places:
www.nps.gov/nr/

Preservation Briefs
www.nps.gov/tps/how-to-preserve/briefs.htm

Tax Incentives:
https://www.nps.gov/tps/tax-incentives.htm

Technical Preservation Services for Historic Buildings:
https://www.nps.gov/tps/

Tribal Preservation Programs:
https://www.nps.gov/thpo/

Tribal Preservation: Grants & Funding:
https://www.nps.gov/thpo/grants/index.html